

### The Executives Conference

# 323, 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/13/81 BY SP-5 ci/ab  
of December  
d. Nease.

The Conference does not feel that an additional generator is necessary for the remainder of the Saint Louis Office. It is pointed out that in case of acute emergency where regular electrical current is cut off, other lighting facilities could be utilized by the Saint Louis Office in its emergency operation quarters.

Respectfully,  
For the Conference

Clyde Tolson

REG: VR

52 JAN 21 1951

Tolson  
Ladd  
Clegg  
Glavin  
Nichols  
Rosen  
Tracy  
Harbo  
Belmont  
Mohr  
Tele. Rm.  
Nease  
Gandy

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Tolson  
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DEC 27 1953

THE DIRECTOR

12-19-50

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 6/13/91 BY SP-5 CIB/HF

The Executives Conference of December 12, 1950 consisting of Messrs. Ladd, Nease, Sizoo, Clegg, Belmont, Mohr, Parsons (for Harbo), Nichols, Rosen and Glavin considered a suggestion submitted by Mrs. [redacted] a new employee assigned to the Administrative Division, regarding the fingerprinting of all United States passport applicants.

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Mrs. [redacted] suggested that as an other security measure the Bureau consider the fingerprinting of all applicants for United States passports and that these fingerprints be retained on file in this Bureau. She points out that in the event such passports are lost or stolen abroad this would establish beyond any doubt the identity of the person requesting a duplicate passport and would expedite the issuance of same. She further pointed out in cases in which persons enter the United States illegally with a forged American passport or false documents, a file with a corresponding set of fingerprints for each passport issued might help the Bureau apprehend such persons more easily.

It was pointed out to the Conference that at the present time passports issued to American citizens do not contain fingerprints. The passport application does have one single fingerprint impression and this passport application is retained in the files of the Passport Division of the State Department. The Conference does not feel that it would be desirable to initiate a program at this time for the fingerprinting of all American citizens securing passports, such fingerprints to be filed in the Bureau's Identification Division files for future identification since it is felt that appropriate identifying material is presently on hand in the State Department to permit that agency to properly identify the holder of any United States passport in the event there is any question as to the correct identity of the individual in question.

Should the Director agree the attached letter will go forward to Mrs. [redacted]

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b7C

Respectfully,  
For the Conference

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_

Tele. Room \_\_\_\_\_

Nease \_\_\_\_\_

By \_\_\_\_\_

WHL:CR

CC: Mr. Mohr, 20 1950  
Mr. Clegg

52 JAN 8 1951

RECORDED-65  
Clyde Tolson 66-2554-8372

EX-123

DEC 23 1950

THE DIRECTOR

12/27/50

THE EXECUTIVES CONFERENCE

PROBATION VIOLATORS

On December 27, 1950, the Executives Conference considered the feasibility of contacting United States Probation Officers in order to insure that they are promptly referring cases of probation violators to the field divisions.

The Conference, with Messrs. Ladd, Mohr, Clegg, Tracy, Sizoo, Callahan for Glavin, McGuire for Nichols, Parsons for Harbo, Hennrich for Belmont and Hargett for Rosen in attendance, unanimously recommended that the attached letter to all Special Agents in Charge go forward.

Respectfully,  
For the Conference

Clyde Tolson

Attachment

cc-Mr. Clegg  
Mr. Mohr

EEH:LS

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/13/91 BY SP-5 CIP/PH

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

RECORDED - 107

166-2554-8373  
JAN 4 1951  
14

65 JAN 6 1951

THE DIRECTOR

12-27-50

JOINT COMMITTEE

SAVINGS: None

AWARD: None

SUGGESTION #601  
ASAC ARTHUR T. POTTER  
BIRMINGHAM OFFICE  
COMMUNICATIONS

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/13/97 BY SP-5 CJP/MS

MEMBERS PRESENT: Messrs. R. T. Harbo  
H. H. Clegg  
E. Scheidt  
S. K. McKee

SUGGESTION: (1) The employee suggests that, when a telegram is received from a Special Agent away from the headquarters city and based upon it another telegram is to be dispatched to another Field Office; or, if a wire is received from a Field Office and based on it a telegram is to be dispatched to a Resident Agent, that the address on the incoming telegram be marked through and the new address be added so that it will be unnecessary to redictate these communications. It was argued that this would save retyping and prevent 2 serials getting into the files where 1 would suffice.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

This would mar the appearance of the file. It is almost always necessary to make additions or amendments to the incoming wire. Nothing would be gained of a substantial nature and the file would be cluttered up with communications over which a lot of longhand notations are made which are not later intelligible, making the whole suggestion highly undesirable.

SUGGESTION (2)

The suggestion was made that, in those instances where the teletype form is dictated and typed and where the same message is to be sent to 2 or more offices not on the same direct line, only the original teletype form be prepared, addressed to all of the offices concerned, but the words "send separately" be added to the message for control purposes. This suggestion is for the purpose of saving stenographic, typing and clerical time and to reduce the number of serials in the file.

RECORDED - 76

Mr. L. R. McCoy of the Communications Section advises that the decision as to whether teletype should be

Tolson \_\_\_\_\_  
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Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

Attachment  
cc-Mr. Mohr  
Mr. Clegg  
HHC:DMG

EX-100 JAN. 4 1951

14



sent separately or as a conference message is more within the experience of the Teletype Operator; and the Agents dictating and the stenographers transcribing it would not always know whether they should be sent separately or as a conference message. These are decisions which should be made by the Teletype Operator and the messages to more than one office should be typed on but a single form.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee agrees with Mr. L. R. McCoy that there should be no requirement that the words "send separately" be dictated by the Agent or be placed on the communication by the stenographer but did unanimously agree that identical messages should be typed on but one form and the method of transmittal, whether by conference or separately, would be based upon the instructions already issued to Teletype operators. In view of the likelihood that this suggestion was based on observations of unnecessary duplicate typing, the attached letter to All SAC's was recommended.

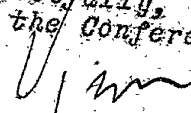
EXECUTIVES CONFERENCE CONSIDERATION:

On 12-27-50; the Executives Conference considered the above suggestions, with Messrs. N. P. Callahan, S. J. Tracy, D. J. Parsons, Ladd, L. L. Laughlin, E. E. Hargett, J. A. Sizoo, J. J. McGuire and Clegg present.

As to Suggestion (1), the Conference recommended unanimously unfavorable.

As to Suggestion (2), the Conference unanimously agreed with the Joint Committee and approved the SAC letter attached.

Respectfully,  
For the Conference

  
Clyde Tolson

THE DIRECTOR


12-27-50

EXECUTIVES CONFERENCE

TRAINING - POLICE SCHOOLS  
SCIENTIFIC AIDS IN CRIMINAL INVESTIGATION

The Executives Conference on 12/22/50, with Messrs. Glavin, Tracy, D. J. Parsons (for Harbo), Mohr, Belmont, Ladd, J. J. McGuire (for Nichols), J. A. Sizoo, E. E. Hargett (for Rosen), Nease and Clegg present, unanimously recommended that the attached Letter to All Special Agents in Charge concerning the use of the printed material entitled "Scientific Aids In Criminal Investigations" and which submits this pamphlet to the Field be approved. It should be noted it authorizes the distribution of copies of this pamphlet to each law enforcement agency attending police schools but not to each student. The pamphlet is to serve as an aid and a guide in the identification, preservation, wrapping, packing and transmittal of material to the Laboratory.

Respectfully,  
For the Conference

  
Clyde Tolson

Attachment

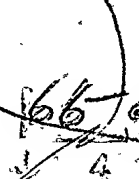
cc-Mr. Mohr  
Mr. Clegg

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/13/91 BY SP-5 CJP/DAK

HHC:DLG  


Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
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Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

RECORDED - 76

 66-2554-8375  
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5 JAN 5 1951

THE DIRECTOR

12-28-50

EXECUTIVES CONFERENCE

LOCATION OF MILITARY RECORDS

On 12-28-50, the Executives Conference, with Messrs. Glavin, Tracy, Parsons, Mohr, Ladd, Nease, McGuire, Sizoo, Laughlin, Hargett and Clegg present, unanimously approved the attached Bureau Bulletin showing the location of Post Exchange employment records at Kansas City and CCC records for Hawaii are available in Washington, D. C.

Respectfully,  
For the Conference

Glyde Tolson

Attachment  
cc-Mr. Mohr  
Mr. Clegg

HHC:DMG

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/13/91 BY SP-5 ci/DK

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
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Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
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Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
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52 JAN 8 1951

RECORDED - 78

INDEXED - 78

DEC 29 3 53 PM '50  
EX-113  
RECEIVED - DIRECTOR  
U.S. DEPT. OF JUSTICE

66-2554-8376  
JAN 25

4  
The Director

12-29-50

The Executives Conference

The Executives Conference of December 26, 1950 consisting of Messrs. Ladd, Belmont, Clegg, Sizoo, Hargett (for Rosen), Mohr, Parsons, Tracy, Nichols and Glavin considered a letter to all Special Agents in Charge concerning voluntary overtime reports advising the various divisional offices as to errors in reports received during the past and instructing that more care be exercised in the preparation of such reports in the future.

Respectfully,  
for the Conference

Clyde Tolson

CC: Mr. Mohr  
Mr. Clegg

WRC:cr

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 4/13/91 BY SP-5CJ/DK

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
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Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
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U.S. DEPT. OF JUSTICE

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RECEIVED - DIRECTOR

RECORDED - 14

166-2554-2317  
JAN 4 1951

54 JAN 6 1951

THE DIRECTOR  
THE EXECUTIVES' CONFERENCE

December 26, 1950

COMMUNIST PARTY, USA - BRIEF  
INFORMANTS UTILIZED AS WITNESSES  
COMMUNIST PARTY TRIAL

6/13/91 SP-5C DMS  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11-26-84 BY 8972 JOK/ab  
#205,723

On December 22, 1950, the Executives' Conference, consisting of Messrs. Ladd, Clegg, Glavin, Parsons for Mr. Harbo, McGuire for Mr. Nichols, Hargett for Mr. Rosen, Tracy, Mohr, Nease, Sizoo and Belmont considered a proposal that, inasmuch as the United States Attorney, Southern District of New York, has advised that continuing or discontinuing payment to informants used as witnesses at the trial of the Communist Party [redacted] should have no effect on the appeal as the final appeal arguments have taken place before the Supreme Court, appropriate steps be taken to discontinue our payments to these informants.

It was pointed out to the Conference that at the conclusion of the trial of the Communist Party [redacted] the Bureau continued payments to the informants who had been used as witnesses in order to retain control over them and to insure that they did not take any steps or make any statements that would be harmful or that could be used to the detriment of the Government's case. As a result, up to the present time we have continued payments to these informants. In view of the final appeal arguments which have taken place before the Supreme Court, the New York Office was requested to discuss the matter of continued payments to our informants for control purposes with the United States Attorney, Southern District of New York. United States Attorney Saypol stated that since final appeal arguments have taken place, continuing or discontinuing payment should have no effect on the appeal.

In this regard, one of the informants, [redacted] has indicated that she no longer desires payments and, therefore, payments to her have been discontinued. The remaining informants are:

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INFORMANTS

AMOUNT AUTHORIZED

FIELD DIVISION

\$160 per month  
\$225 per month  
COD  
\$75 per month  
\$100 per month  
COD

RECORDED - 5

The Executives' Conference was advised that [redacted] that because these informants have refrained from accepting lucrative

Attached  
CC - Mr. Clegg  
Mr. Mohr

Tolson  
Ladd  
Clegg  
Glavin  
Nichols  
Rosen  
Tracy  
Harbo  
Belmont  
Mohr  
Tele. Room  
Nease  
Gandy

AHB:tlc

JAN 8 1951

EX-37

MEMORANDUM FOR THE DIRECTOR

offers since the trial and for the purpose of insuring their continued cooperation in matters on which we will have to contact them from time to time, the final lump sum payment of \$500 should be authorized for each of the informants, with the exception of [redacted] and, as stated above, [redacted]. At the time the payment is made to informant, he will be advised that no additional payment will be made. It will be pointed out that the Bureau has continued to pay him for the period since the trial in recompense for his services and this final payment is further compensation for the services rendered before and during the trial. The question of whether the informant should accept any offers that might be made to him will not be brought up at the time of the payment but the field will maintain contact with the informants from time to time to insure that the Bureau's interests are protected.

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Relative to [redacted] it is felt that [redacted] was extremely cooperative and sacrificed many lucrative offers following his testimony. Consequently, it is recommended that he be contacted by the [redacted] Office and informed that if he desires to accept any offers which he has held in abeyance, the Bureau will interpose no objection. It was pointed out that Assistant Director Nichols recently talked to a representative of Cosmopolitan Magazine and informed this individual of [redacted] identity and the fact that [redacted] had been exceedingly cooperative. It was recommended that the [redacted] Office should also be advised to keep in close touch with [redacted] and, if in the near future, he does not receive any offers, the [redacted] Office should advise the Bureau and we will consider furnishing \$1,000 to him.

The Executives' Conference unanimously recommended that the above procedure be followed, that is, that \$500 lump sum payments be paid to [redacted] that no payment be made to [redacted] and that a possible payment of \$1,000 to [redacted] be held off until the extent of any offers made to him from the outside is determined. In the event you approve, a letter to the appropriate field offices is attached.

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Respectfully,  
For the Conference

Clyde Tolson



T. E. DIRECTOR

December 8, 1950

THE EXECUTIVE CONFERENCE

PORTABLE FM RADIO EQUIPMENT

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 6-13-91 BY SP-5 CIP/MS

On December 4 the Executive Conference, consisting of Messrs. Tolson, Ladd, Glavin, Q. Tamm, Mohr, Belmont, Rosen, Clegg, Sizoo, McGuire, Nease and Parsons, considered the recommendation of the Laboratory that six COMCO portable FM radio transmitters and receivers be purchased.

The Bureau has in the field 330 FM walkie-talkies which are standard military units having 5 watt power and therefore a quite limited range. The field in several instances has requested luggage cases which would serve to assist in concealment of walkie-talkies when used on surveillances to communicate with Bureau cars. The Bureau also has 65 50-watt units weighing approximately 130 pounds which are used to communicate with Bureau cars where conditions permit the use of these units which are too bulky and heavy for concealment. The Laboratory built three 60-watt units in luggage cases which are portable and concealable. Six additional units of this type are to be constructed for the Bureau, upon receipt of parts on an outstanding order. These units cost approximately \$675 to construct.

Requests from the field have indicated a need for a unit more powerful than the 5 watt walkie-talkie, but not necessarily as powerful as the 60-watt unit. The COMCO units have a power of 15 watts, are available without construction work, and are of a compact size which lends itself to concealment by placing in a luggage case.

The Conference unanimously recommends the purchase of 6 of these units (at a total cost of approximately \$2,700) which will not be permanently assigned to field offices upon their request but will be strategically located in the field and at the Bureau for assignment, as needed, to the field office upon request.

Respectfully,  
For the Conference

Clyde Tolson.

Tolson FJD:AP  
Ladd Mr. Clegg  
Clegg Mr. Mohr  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

RECORDED - 7

EX

JAN 5 1951

52 JAN 8 1951

66-2554-8379

THE DIRECTOR

December 16, 1950

THE EXECUTIVES CONFERENCE

SIGNS ON RADIO TRUCKS

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 6/13/91 BY SP-5CJ/bmf

On December 16, 1950, the Executives Conference consisting of Messrs. Ladd, Clegg, Tracy, Belmont, Callahan, Hargett, Mohr, Sizoo and Parsons, considered the question of using fictitious or legitimate signs on the special radio-equipped surveillance vehicles used in the field. The New York, Chicago and San Francisco offices have small panel trucks which are equipped with radio and photographic equipment to be used in surveillance. In the past, where signs were needed as a part of the truck's disguise, fictitious names have been used. As a result of more recent developments, inquiry has been made of the three offices now using these trucks and in addition the Boston, Seattle and Detroit offices to which trucks will be assigned in the near future. San Francisco does not recommend any signs be used on the trucks; however, it should be noted that in New York signs are required.

The Boston and Seattle offices favor fictitious names. The Chicago, New York and Detroit offices recommend that legitimate signs be used and that arrangements be made with the legitimate firms through office contacts so that anyone checking on the truck will be appropriately advised. The Detroit Office advises of a recent experience wherein a Communist Party member was found to be checking license registrations.

The Conference unanimously recommends that where signs are used they be legitimate names arranged for through contact with legitimate concerns. The Conference further recommends that the license tags be obtained as in the past; that is, that the field office obtain the license tags in a manner which will permit the Bureau's being advised of any inquiries concerning the vehicle using that license plate.

Respectfully,  
For the Conference

Clyde Tolson

Tolson 212:AF  
Ladd cc-Mr. Clegg  
Clegg Mr. Mohr  
Glavin  
Nichols  
Rosen  
Tracy  
Harbo  
Mohr  
Tele. Room  
Nease  
Gandy

RECORDED - 40

116

JAN 5 1951

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52 JAN 8 1951

66-2534-8380

61  
THE DIRECTOR

December 18, 1950

THE EXECUTIVES CONFERENCE

AUTOMOBILE RADIOS - RICHMOND DIVISION

On December 18, 1950, the Executives Conference consisting of Messrs. Ladd, Clegg, Tracy, Callahan, Belmont, Hargett, Mohr, Sizoo and Parsons, considered the request of the SAC at Richmond for three radio receivers to receive the transmissions of the Virginia State Police radio system.

The SAC advises that one receiver is desired for a car assigned to the Alexandria Resident Agency; the second receiver for a car used for road work out of the Richmond Office, and the third for a car used in the general area of the Richmond Field Office. No transmitters are requested and the three receivers will cost approximately \$600. The Conference unanimously recommends the purchase of the requested radio receivers.

Respectfully,  
For the Conference

Clyde Tolson.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/13/97 BY SP-6 reip/H

DJP:AF

cc-Mr. Clegg  
Mr. Mohr

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_

RECORDED - 40

JAN 5 1951

EX-116

JAN 8 1951

THE DIRECTOR

December 18, 1950

11  
THE EXECUTIVES CONFERENCE

AUTOMOBILE RADIO - SAN FRANCISCO DIVISION

On December 18, the Executives Conference consisting of Messrs. Ladd, Clegg, Tracy, Belmont, Callahan, Hargett, Mohr, Sizoo and Parsons, considered the request of the San Francisco Office for one FM transmitter to be installed in the Bureau car assigned to the Resident Agent at Eureka, California.

This Resident Agency covers very rugged territory and telephone systems are not dependable. The San Francisco Office estimates a material saving in Agent time and telephone bills in keeping in touch with their Resident Agency.

The Conference unanimously recommends the purchase of the requested radio transmitter at a cost of approximately \$250.

Respectfully,  
For the Conference

*[Signature]*  
Clyde Tolson

DJP:AF

cc-Mr. Clegg  
Mr. Mohr

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/13/94 BY SP-5 C/DM

*[Signature]*

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

RECORDED - 7

166-2554-8383  
JAN 5 1951  
8

52 JAN 8 1951

1. The first part of the document is a list of references. The references are listed in a standard format, including the author's name, the title of the work, and the publisher. The references are as follows:



THE DIRECTOR

12-27-50

JOINT COMMITTEE

SAVINGS: None  
AWARD: None

SUGGESTION #600  
SA LEON H. RUMANS, N.Y. OFFICE  
SUGGESTED CHANGE IN FBI HANDBOOK  
RE FIELD SUBMISSION OF PHOTOGRAPHS  
BY MAIL TO BUREAU

MEMBERS PRESENT: Messrs. R. T. Harbo  
H. H. Clegg  
E. Scheidt  
S. K. McKee

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 4/13/81 BY SP-5 CBT

The present requirement is that photographs forwarded to the Bureau, after fingerprints have been previously submitted, must be forwarded by Air Mail Special Delivery.

SUGGESTION:

The suggestion is that these instructions be changed to permit Field Offices east of the Mississippi River to send the photographs by regular mail under such circumstances and that they not be sent by Special Delivery. If there is a major case and a photograph is an urgent necessity, the Bureau can promptly communicate to the Field Office a request that it be sent by Air Mail.

JOINT COMMITTEE CONSIDERATION: Unanimously favorable.

It was felt that this would result in considerable savings in postage expense.

EXECUTIVES CONFERENCE CONSIDERATION: Unanimously favorable.

The Executives Conference on 12-28-50, with Messrs. Glavin, Tracy, Parsons, Mohr, Ladd, Nease, McGuire, Sizoo, Laughlin, Hargett and Clegg present, considered the above suggestion and recommended unanimously favorable. If approved, there is attached hereto an SAC Letter to this effect.

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

Attachment

cc-Mr. Mohr

52 MAR 1951

HHC:DLG

Respectfully,  
For the Conference

Clyde Tolson

RECEIVED 74

EX-71



THE DIRECTOR

December 28, 1950

67  
The Executives Conference

CIVIL AIR PATROL, STATE OF TEXAS, OFFER  
TO FURNISH TWO-WAY RADIO SET AND  
IDENTIFICATION CARD TO AGENT PERSONNEL  
DALLAS FIELD DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9/13/81 BY SP-5CJ/OTF

The Executives Conference consisting of Messrs. Ladd, Nichols, Glavin, Clegg, Belmont, Mohr, Parsons, Sizoo, Hargett, and Tracy considered an offer of the Civil Air Patrol of the State of Texas to furnish a two-way radio set to the Dallas Field Division with which contact could be had at any time with the Civil Air Authority network and to furnish identification cards to Agent personnel.

The Dallas Office advised that the Civil Air Patrol for the State of Texas, which has 5,000 private airplanes within the state, is being furnished 200 two-way radio sets by the U. S. Air Force. These radios will be on the Civil Air Authority network frequency for use in connection with Civil Air Patrol activities. One radio was offered to the Dallas Office for use in case of disaster or emergency. The Civil Air Patrol also offered to furnish one or more Civil Air Authority identification cards to Agents of the Dallas Office. These cards would entitle the bearer to ride in any CAA plane or U. S. Air Force plane. If such identification cards were desired, it would be necessary for Agents to fill out a Civil Air Patrol application.

The Conference was unanimously of the opinion that the Bureau should not accept the two-way radio set nor request the identification cards for the reason that Bureau credentials when Agents are on official business should be adequate for the purpose of securing emergency rides on airplanes of the Civil Air Patrol or the U. S. Air Force, further, that the Civil Air Patrol radio would be of no particular value in connection with the Bureau's responsibilities. In the event contact need be made with any Civil Air Patrol or Air Force plane, such contact could be made by telephone with the appropriate officials.

If the Director agrees with the views of the Conference, there is transmitted herewith a letter to the Dallas Office.

Attachment

Respectfully,  
For the Conference,

Tolson \_\_\_\_\_  
Ladd cc - Mr. Clegg  
Clegg \_\_\_\_\_  
Glavin Mr. Mohr  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo SFF:edm  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

Clyde Tolson

RECORDED - 74 66-2534-8386  
JAN. 5 1951  
EX-71

532 JAN 9 1951

THE DIRECTOR

THE EXECUTIVES' CONFERENCE

December 14, 1950

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 9/13/91 BY SP-5 CJP

HANDLING OF NATIONAL DEFENSE INFORMANTS CALLED UP  
FOR INDUCTION

On December 12, 1950, the Executives' Conference, consisting of Messrs. Ladd, Clegg, Glavin, Parsons (for Mr. Harbo), Nichols, Rosen, Mohr, Nease, Sizoo, and Belmont, considered the proposed SAC Letter to the field, advising of the proper method of handling informants who are called up to serve in the Armed Forces.

The Conference was advised that in accordance with prior approval the question of handling informants who are called for induction was taken up confidentially with General Bolling, of IDA, and subsequently with OSI and OMT. Thereafter, the Attorney General was advised of the arrangements perfected with the Armed Services in this respect.

It was pointed out to the Criminal Division of the Department that whenever an informant is called up for induction or called to duty as a reservist and is confronted with signing statements of a loyalty nature, this Bureau will furnish a memorandum, setting forth pertinent information regarding the informant's cooperation, to the respective branch of the Armed Services involved which will then hold the memorandum in confidence. The informant will then fill out any so-called loyalty form in the negative in so far as the form requires information as to affiliation with Communist or front organizations. Advice was requested of the Department as to whether or not such a procedure would protect the informant from prosecution in the future.

The Department has advised that the procedures agreed upon will protect the informant from prosecution, and it would be unlikely that any such case would be referred for prosecution; however, if such occurs, that a request to the Bureau for investigation undoubtedly would result in identification of the subject as one of those covered by the procedure. The Department further stated that prosecution in any such case would not be warranted because it would be contrary to the interests of the Government and because the necessary criminal intent on the part of the informant would be lacking.

The Executives' Conference unanimously recommended that appropriate instructions be given to the field in line with the above. This is accomplished by the attached SAC Letter. In the event you approve, this letter will be sent to the field.

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

Respectfully,  
For the Conference

Glyde Tolson

52 JAN 8 1951

66-2554-8587  
JAN 5 1951

Attachment

CC - Mr. Clegg

ANB:tlc Mr. Mohr

The Director

December 12, 1950

The Executives Conference

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/31/91 BY SP-10/11/91

The Executives Conference of December 4, 1950, consisting of Messrs. Nichols, Sizoo, Clegg, Hargett for Rosen, Ladd, Belmont, Mohr, Parsons for Harbo, Tracy and Glavin, considered the following suggestion.

It was pointed out that the Bureau war plans survey instructions to the field of October 13, 1950, quoted that when a Civilian Defense office is set up in the State or headquarters city, it is believed advisable to make appropriate contacts to determine what steps are necessary to identify appropriately FBI clerical employees to insure that it would be possible for these clerical employees to reach the field office headquarters without delay in emergency situations.

It was pointed out to the Conference that at the present time the Civilian Defense organizations on the State and local levels are in the discussion and planning stage of operation. It was further pointed out that most State and Civilian Defense offices have not decided on the form of identification to be carried by individuals to permit their travel during hours of blackout or in an emergency when it becomes necessary to restrict civilian travel.

It is further pointed out that some Civilian Defense officials indicated that individual Government agencies will be requested to issue their own passes; that nothing specific insofar as controlling the movement of individuals within cities in the event of an emergency has been formulated by Civilian Defense agencies. It was pointed out to the Conference that a few FBI field offices are of the opinion that it is highly desirable that some type of identification pass for clerical employees be approved in order that steps can be taken to have a standard FBI identification card for clerical employees recognized by the U. S. Army in the event the Army should take over the defense and evacuation of certain areas in the field. It is also further pointed out that in a few instances, Civilian Defense officials have advised that in order for any person to secure an identification card from Civilian Defense agencies, these employees must possess an identification card from their own organization.

It was pointed out to the Conference that a number of SAC's have advised the Bureau in their war plans survey that they have taken temporary measures to prepare passes of the

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

CC: Mr. H. H. Clegg  
Mr. Mohr

RECORDED - 65

INDEXED - 66

65 APR 16 1951

APR 5 1951

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166-2554-8387X

"To Whom It May Concern" type to cover clerical employees; that these passes will be issued during an emergency in the event the Bureau has not prepared a uniform type of pass. It was further pointed out that Seat of Government clerical employees could be authorized to exhibit their building passes to Civilian Defense employees when it would be necessary for them to proceed to their respective buildings during an emergency when the movement of civilians might be challenged and restricted.

The Conference was advised that it was not believed necessary at this time to issue identification cards to clerical employees. However, the formulation of a proposed card should be approved and prepared now so that in the event it is considered necessary to issue cards during a war emergency, each divisional office will have a uniform identification card to issue to FBI clerical employees. It was felt that the proposed card should be distinct in appearance from the many other cards that will be in use. This card should reflect at a glance that it is issued by the FBI. A sample of such card is attached hereto and it is recommended that this card for uniform issuance to Bureau clerical employees in case of emergency be approved and, if approved, that a sample of the card be furnished to each divisional office with instructions that the SAC determine from the local Civilian Defense Agency whether these cards would be recognized by Civilian Defense officials during an emergency; further, that those offices located in strategic military production areas should also determine whether these identification cards would be recognized by the armed forces during the period of enforced martial law. It is pointed out that this possibly can be handled through Army Corps areas. Where more than one field office is located in a specific military area, the field division covering the headquarters for the military area will be able to handle this matter for other field divisions involved.

It was pointed out to the Conference that these particular cards, a sample of which is attached hereto, could be prepared in the Laboratory for issuance in times of emergency.

Should the Director agree with this plan of action, appropriate steps will be taken to have the necessary cards prepared at this time, to have them properly inventoried, and forwarded to each Special Agent in Charge, who will be held responsible for the safekeeping of these passes until such time as they must be utilized in emergency situations.

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

~~ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE \_\_\_\_\_ BY \_\_\_\_\_~~

Respectfully,  
For the Conference

Clyde Tolson

THE DIRECTOR

12-27-50

JOINT COMMITTEE

SAVINGS: None

AWARD: None

SUGGESTION #604

EMPLOYEE: RAYMOND E. TALLEY

RADIO COMMUNICATIONS OFFICER

SPRINGFIELD, ILLINOIS, FIELD OFFICE

NOTIFICATION TO FIELD OF DEATH OF  
BUREAU EMPLOYEE

MEMBERS PRESENT: Messrs. R. T. Harbo  
H. H. Clegg  
E. Scheidt  
S. K. McKee

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/13/91 BY SP-5 c/bk  
Newman,  
Rm. 5254

In the event of death of a Bureau employee, at present  
notification of such death is furnished the Field by Bureau  
Bulletin.

SUGGESTION:

The employee suggests instead the notification be sent by  
radio through the Bureau's CW radio network. This will  
permit any close friends of the deceased Agent to prepare  
more promptly messages of condolence and to send flowers.  
At the same time this would provide material for the daily  
contact and practice of the Radio Operators when such  
information is to be dispatched.

SAC J. B. Foster of the Springfield Office and Assistant  
Director D. R. Glavin of the Administrative Division concur.

JOINT COMMITTEE CONSIDERATION: Unanimously favorable.

The Joint Committee recommended unanimously favorable with  
reference to the above suggestion.

EXECUTIVES CONFERENCE CONSIDERATION: Unanimously favorable.

The Executives Conference on 12-28-50, with Messrs. Glavin,  
Tracy, Parsons, Mohr, Ladd, Nease, McGuire, Sizoo, Laughlin,  
Hargett and Clegg present, considered the above suggestion and  
recommended unanimously favorable. If approved, there is  
attached hereto a letter to Raymond E. Talley, Radio  
Communications Officer, Springfield Office, who made the  
suggestion.

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_

Belmont \_\_\_\_\_  
Mohr cc-17 Mr. Mohr  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

HHC:DMC 52 JAN 8 1951

Respectfully,  
For the Conference

Glyde Tolson



cc: Mr. Ladd  
Mr. Rosen  
Mr. Hargett  
Mr. Stetter

December 13, 1950

The Director

The Executive Conference

Criminal Informants

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/13/97 BY SP-10 BAF

The attached SAC Letter provides for the submission of a brief description of each criminal informant who can be used outside the territory of the field division now contacting him.

BACKGROUND:

There are numerous informants like [redacted] who could be sent almost anywhere in the United States on an important case. He should prepare a list of these informants and include it in a Bureau Bulletin so that all offices will be aware of these informants and will consider contacting them when cases arise which warrant that action. If this procedure is approved, such a Bulletin will be prepared as soon as complete returns from the field are received.

b6  
b7C  
b7D

Unanimously approved by the Executives Conference on December 14, 1950, with Messrs. Parsons, Nease, Ladd, Clegg, Nichols, Mohr, Belmont, Tracy and Rosen in attendance.

Respectfully,  
For the Conference

Attachment

cc: Mr. Clegg  
Mr. Mohr

Clyde Tolson

CGS:jec/jh

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

RECORDED - 5

JAN 5 1951

EX-37

52 JAN 8 1951



THE DIRECTOR

December 27, 1950

THE EXECUTIVES CONFERENCE

INVESTIGATIONS OF MAINTENANCE  
EMPLOYEES HAVING ACCESS TO  
BUREAU SPACE IN JUSTICE AND  
IDENTIFICATION DIVISION BUILDINGS

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/13/91 BY SP-5CJA

Pursuant to your instructions the Executives Conference consisting of Messrs. Ladd, Clegg, Tracy, Mohr, Sizoo, Callahan for Glavin, McGuire for Nichols, Hennrich for Belmont, Parsons for Harbo and Hargett for Rosen, today considered the question as to whether or not the Bureau should continue to conduct investigations of maintenance employees having access to Bureau space in Justice and Identification Division Buildings.

It was pointed out that we have had only 50 requests of this type from July 1, 1950 to date or an average of approximately 8 per month which is the average rate of receipt of requests of this type each year. It was further pointed out that substantial derogatory information as to criminal records, morals and loyalty is developed in approximately 10 per cent of these investigations which makes the presence of these individuals in these buildings highly undesirable. It is our practice when substantial derogatory information is developed to have the individual involved immediately removed from the building.

In view of the security risk involved it was the unanimous opinion of the Conference that we should continue to conduct these investigations as we have in the past.

Respectfully  
For the Conference

Clyde Tolson

RECORDED - 78

66-2557-890  
JAN 5 1951

10

CC: Mr. Mohr  
Mr. H. H. Clegg

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Mohr  
Mr. Pennington  
Mr. Quinn Tamm  
Tele. Room  
Mr. Nease  
Miss Gandy

52 JAN 8 1951

THE DIRECTOR

12-19-50

EXECUTIVES CONFERENCE

CALIFORNIA  
FBI NA GRADUATE

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 11/13/91 BY SP-5 CIB/HK

b6  
b7C

The Executives Conference on 12-18-50, considered the status of [redacted] who, according to indications, had impersonated an FBI Agent and there were some indications that he had possibly engaged in misconduct with a Mrs. [redacted] and he may have used the name of Mr. [redacted] in attending the FBI National Academy in April 1950. A brief of this matter is attached hereto.

There is a dispute as to the facts between Mrs. [redacted] and one of her acquaintances. [redacted] was interviewed personally by the Los Angeles Office and denied specifically that he had represented himself as having been employed by the Bureau. He denied specifically that he had engaged in any misconduct with Mrs. [redacted] although he stated he was in her company 3 or 4 times and he remained at her rooming house on one or two occasions until about 2 or 3 A.M. at which time she departed to work at the restaurant where she was employed. SAC Hood advised [redacted] was very direct and positive in his denial of both insinuations and he recommends that [redacted] name not be removed from the FBI National Academy Directory of Graduates.

The Executives Conference, with Messrs. H. P. Callahan (for Glavin), Tracy, D. J. Parsons (for Harbo), Ladd, Belmont, J. A. Sizoo, Hargett (for Rosen) and Clegg present, unanimously concurred in the recommendation of SAC Hood since there was no proof to the contrary.

Respectfully,  
For the Conference

Clyde Tolson

Attachment

Tolson cc-Mr. Mohr  
Ladd Mr. Clegg  
Clegg  
Glavin  
Nichols HHC:DMG  
Rosen  
Tracy  
Harbo 1-561  
Belmont  
Mohr  
Tele. Room  
Nease  
Gandy

RECORDED - 78

EX-113

JAN 5 1951

52 JAN 8 1951

THE DIRECTOR

December 14, 1950

THE EXECUTIVES' CONFERENCE

SECURITY INDEX CARDS

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 1-13-91 BY SP-SC/PHC

At the Executives' Conference, December 11, 1950, Messrs. Ladd, Clegg, Callahan (for Mr. Glavin), Parsons (for Mr. Harbo), Nichols, Tracy, Sizoo and Belmont in attendance, the Conference considered the question raised during the recent inspection of the Security Division as to whether two copies of Security Index cards prepared on the IBM machine, in cases where form FD 122 is received recommending a change in the information on the Security Index card, should continue to be sent to the field in view of the additional clerical work entailed by this procedure.

A survey was conducted of a number of field offices on this question, as a result of which varying opinions were received from the field. Five offices recommended that the amended Security Index card should not be sent to the field in view of the additional clerical and administrative time required by the field to make the changes on their cards. They suggested that changes be made on the card at the field office. Four offices recommended that amended Security Index cards be sent to the field to assure uniformity between the Security Index cards maintained in the field and those maintained at the Seat of Government.

It was pointed out that there are approximately 75 to 80 changes in the Security Index daily for the entire field. This means that no one office has a great number of changes daily and, therefore, the amount of clerical time and supervision required to handle the amended cards as they are received is rather insignificant. The chief objection to receiving amended cards from the Bureau and placing them in the Security Index at the field office was that the description and photograph of the subjects must be placed by the field on the back of the new card in the geographical index.

The Conference unanimously recommended that we continue to send two copies of the amended cards to the field because this project is so highly important from the standpoint of uniformity that the additional work required is fully justified to insure that the records in the field are identical with those maintained at the Seat of Government. The Conference recommended that the attached SAC Letter be sent to the field, pointing out that we will continue to furnish these cards to the field and the reasons therefor. In the event you approve, this letter will be sent to the field.

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

Respectfully,  
For the Conference

RECORDED

Clyde Tolson

Attachment  
CC - Mr. Mohr  
JAN 8 1951

ARB:tlc Mr. Mohr

4.  
THE DIRECTOR

12-19-50

THE EXECUTIVES CONFERENCE

The Executives Conference of December 12, 1950 consisting of Messrs. Ladd, Nease, Sizoo, Clegg, Belmont, Mohr, Parsons (for Harbo), Nichols, Rosen and Glavin was advised that at the present time we have a reserve in the Agents' Insurance Fund of \$197,383.11 and Glavin recommended to the Conference that an additional assessment be made after the first of the year, the assessment to be paid no later than February 15, 1951.

Should the Director agree the appropriate assessment fund form will go forward immediately after the first of the year.

Respectfully,  
For the Conference

*[Handwritten signature]*

Glyde Tolson

CC: Mr. Mohr  
Mr. Clegg

Director

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HEREIN IS UNCLASSIFIED  
DATE 6/13/96 BY SP-5 C/P/H

3

RECORDED - 112

65-2554-8393

JAN 5 1951

*[Handwritten signature]*

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

52 JAN 8 1951

THE DIRECTOR

December 14, 1950

THE EXECUTIVE CONFERENCE

TFO-TAT AUTOMOBILE RADIOS

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 6/13/81 BY SP-5 C. J. B. H.

On December 13, the Conference consisting of Messrs. Ladd, Glavin, Tracy, Mohr, Belmont, Rosen, Clegg, Sizoo, Nease and Parsons, considered the requests received from the field for 2-way automobile radios.

In August, 1950, the Bureau approved the purchase of 200 2-way automobile units in order to comply with some of the requests received from the field for additional automobile radios in connection with war plans. The successful bidder on the 200 units bid \$475 which is approximately \$75 per unit less than when obtained in small quantities for each specific request from the field. In connection with war plans, the field has now requested 200 automobile radios and even though all of these field requests will not be approved, the vast majority of the 200 units will be distributed to the field and installed, leaving no substantial number in the reserve pool.

The Conference unanimously recommends that an additional 100 units be ordered because of the fact that it usually takes several months to obtain units for the field after requests are approved.

As of possible interest to the Director, the SAC at Little Rock has advised that the U. S. Fish and Wild Life Service has, since August, 1950, been operating an FM communications system in the State of Arkansas consisting of five 250-watt FM stations located in various cities serving 132 2-way automobile radios within that one State. According to the Congressional Directory, the official duties of the U. S. Fish and Wild Life Service are concerned with the conservation of animals, birds and fishes, and research is undertaken to learn the habits, needs and economic utilization of wild life. The 250-watt stations are similar to those that have been installed in 10 of our largest offices in metropolitan areas and have been approved for four more. Even though the Bureau should not indulge in such an extravagant expenditure of public funds, by comparison of our responsibilities with the welfare of the fish in Arkansas, the Bureau could justify, without being accused of extravagance, 2-way radio equipment in every Bureau car and central stations in most of its headquarters cities as standard equipment.

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

Respectfully,  
For the Conference

RECORDED - 78

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/13/81 BY SP-5 C. J. B. H. EX-37

65 JAN 6 1951

25



THE DIRECTOR

12-11-50

EXECUTIVES CONFERENCE

The Executives Conference on 12-8-50, with Messrs. Tolson, Glavin, Tracy, D. J. Parsons, Mohr, Belmont, Ladd, Rosen, J. A. Sizoo, J. J. McGuire, Nease and Clegg present, considered the request of the New York Office for authority to train U. S. Probation Officers for the Southern District of New York on the subject of "Interviews". This would be a part of their training program. The Probation Office was reported to be very cooperative.

Subsequently, Mr. C. W. Stein and later Mr. Scheidt of New York telephoned and advised that they agreed the subject of "Interviews" should not be handled, but they requested authority to make a talk on "The Jurisdiction of the FBI" and they were informed that this would be agreeable.

The Executives Conference had recommended that the subject of "Interviews" not be taught since any mistake made by the Probation Officers in handling juveniles and mental incompetents might be attributed to the FBI and their instructions on how to handle interviews. Mr. Scheidt has since agreed that this would be undesirable and stated they would merely discuss jurisdiction of the Bureau and it was agreed that this would be satisfactory.

Respectfully,  
For the Conference

Clyde Tolson

cc-Mr. Mohr  
Mr. Clegg

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

HHC:DMG

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 1/13/91 BY SP-5 BTG

RECORDED - 9

JAN 5 1951

52 JAN 8 1951



h  
THE DIRECTOR

THE EXECUTIVE CONFERENCE

December 27, 1950

INVESTIGATIONS OF MAINTENANCE  
EMPLOYEES HAVING ACCESS TO  
BUREAU SPACE IN JUSTICE AND  
IDENTIFICATION DIVISION BUILDINGS

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/13/51 BY SP-5 c/bm

Pursuant to your instructions the Executive Conference consisting of Messrs. Ladd, Clegg, Tracy, Mohr, Sizoo, Callahan for Glavin, McGuire for Nichols, Henrich for Belmont, Parsons for Harbo and Hargett for Rosen, today considered the question as to whether or not the Bureau should continue to conduct investigations of maintenance employees having access to Bureau space in Justice and Identification Division Buildings.

It was pointed out that we have had only 50 requests of this type from July 1, 1950 to date or an average of approximately 8 per month which is the average rate of receipt of requests of this type each year. It was further pointed out that substantial derogatory information as to criminal records, morals and loyalty is developed in approximately 10 per cent of these investigations which makes the presence of these individuals in the buildings highly undesirable. It is our practice when substantial derogatory information is developed to have the individual involved immediately removed from the building.

In view of the security risk involved it was the unanimous opinion of the Conference that we should continue to conduct these investigations as we have in the past.

Respectfully  
For the Conference

Clyde Tolson

cc: Mr. Mohr  
Mr. H. H. Clegg

CAM:FCF

DIRECTOR'S NOTATION: "OK, H."

RECORDED - 65

EX-123

166-2554-8397

JAN 10 1951

ORIGINAL FILED IN

49/9  
65 JAN 10 1951

THE DIRECTOR

December 15, 1930

THE ST. CHARLES HOTEL, ST. LOUIS

~~CONFIDENTIAL~~  
Card Index Section  
Identification Division

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/13/91 BY SP-5 C. J. / JMF

The Executive Conference consisting of Messrs. Tolson, Clegg, Ladd, Harbo, Mohr, Belmont, Sizoo, McIntire and Tracy considered a suggestion of the Identification Division concerning the nickname file.

No. I. For the Director's information, the nickname file in the Card Index Section of the Identification Division contains 887,000 index cards, sub-divided into male and female. Approximately 250,000 are contractions of common names such as Bill, Willie, and Billy for William; Bob, Bobbie and Bobby for Robert, et cetera. Due to the tremendous growth of the Identification Division file, the nickname file has become too large for efficient searching. A survey of fingerprint cards searched through the file for one Lech disclosed 18 identifications and 2 consolidations out of 1005 searched. It was determined, therefore, that the searching in the nickname file of current fingerprints could be eliminated inasmuch as the same identification could be made in the search of the Technical Section fingerprint cards.

RECOMMENDATION:

The Conference unanimously approved the recommendation that the nickname cards of current fingerprints in the Card Index Section be eliminated.

No. II. In order to reduce the number of names being entered in the nickname file where the nickname is a contraction of the first name, it is suggested by the Identification Division that the preparation of index nickname cards be placed on a more select basis, i.e. the preparation of nicknames on a common contraction of a given name be eliminated, i.e. Bob for Robert, et cetera.

It was suggested that the indexing of common nicknames such as Ed, Elsie, Willy be eliminated. At the present time there are 3,050 cards in the file under "Elsie", 4500 under "Whitney", 17,000 under "Edna" or "Nedna". In order to effect reduction in the preparation of index cards, it was suggested that the supervisory employees in the Card Index Section indicate on the fingerprint card whether or not a nickname card is to be prepared.

Tolson  
Ladd  
Clegg  
Glavin  
Nichols  
Rosen  
Tracy  
Harbo  
Belmont  
Mohr  
Tele. Room  
Nease  
Gandy

RECORDED - 9

INDEXED - 9

166-2554-8398

577:do

Memorandum for the Director

December 15, 1950

It was further suggested the present file be purged of approximately 500,000 names which are so common as mentioned above that the future indexing of such cards would serve no purpose.

It was suggested that the indexing rules in the Typing Section be changed so that an "alias card" could be prepared and filed by the surname of the individual in all cases where a nickname is given on an alias on a current fingerprint card. This will insure full indexing without the unnecessary indexing in the nickname file.

**RECOMMENDATION:**

The Executives Conference unanimously recommended approval of the above suggestions.

There will be a savings in the searching in the Card Index Section of approximately 72,000 searches per year. In addition, the nickname file will be more directly a nickname file and be more efficient for searching on that basis.

Respectfully,  
For the Conference,

  
Clyde Tolson

THE DIRECTOR

December 15, 1950

THE EXECUTIVES CONFERENCE

✓ FBI RADIO STATION - SEATTLE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/13/91 BY SP-5 cjp/mc

On December 15, the Conference consisting of Messrs. Ladd, Glavin, Tracy, Mohr, Belmont, Rosen, Clegg, Nease, Nichols and Parsons, considered the request of the SAC at Seattle for the installation of a 250-watt FM radio station, to permit 2-way radio communication with Bureau automobiles.

In May, 1950, the Executives Conference disapproved the installation of a radio station at Seattle because a large number of the Agents of the Seattle Office were assigned at the [redacted] of the Seattle radio station.

b7E

The SAC at Seattle has now requested that this matter be reconsidered because of the changes due to the international situation. It was pointed out that in the territory covered by Seattle are many [redacted] and [redacted] and that a central office radio station would permit coverage of Everett, Tacoma and Bremerton in addition to the city of Seattle itself. It has been ascertained that there are 39 Bureau automobiles regularly working within the area which could be covered by a radio station in the field office.

The Conference unanimously recommends the installation of a central office station in Seattle at a cost of approximately \$2,000.

Respectfully,  
For the Conference

Clyde Tolson.

DJP:AF

Tolson cc-Mr. Clegg  
Ladd Mr. Mohr  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

RECORDED - 9  
INDEXED - 9

22

66-2554-2399  
JAN 5 1951

52 JAN 8 1951

THE DIRECTOR

December 22, 1950

THE EXECUTIVES' CONFERENCE

MANUAL <sup>W</sup> TECHNICAL ASPECTS OF SABOTAGE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/13/81 BY SP-5 CJP/mz

On December 22, 1950, the Executives' Conference, consisting of Messrs. Ladd, Glegg, Glavin, Parsons for Mr. Harbo, McGuire for Mr. Nichols, Hargett for Mr. Rosen, Tracy, Mohr, Nease, Sizoo, and Belmont, considered the appropriate method of disseminating the Manual "Technical Aspects of Sabotage."

The printing and distribution of 20,000 copies of the Manual entitled "Technical Aspects of Sabotage," a revision of the old Manual distributed during World War II, was approved and the problem at hand was the exact extent of distribution of the Manual. It was pointed out that in May, 1941, copies of the old Manual prepared by the Laboratory were sent on a confidential basis to all SACs. A search was made to determine the exact extent of the additional dissemination of this Manual without success, but it is recalled that it was disseminated on a rather restrictive basis. Another manual entitled "Suggestions for the Protection of Industrial Facilities" was widely distributed to plants and other interested persons and agencies with considerable success.

It was suggested that the present Manual should be sent: (1) to all Government officials presently receiving the daily intelligence letter from the Bureau; (2) to all field offices there should be sent at least one copy for study and filing; and, (3) copies should be disseminated through the field offices to management of plants falling within the present plant informant program which will include vital facilities, plants having classified contracts with the armed forces, and Atomic Energy Commission facilities. Plant management, in turn, will make the Manuals available to the Security Officers of the plants. These plants will total no more than 10,000 at the present time. The remaining copies of the Manual will be retained for distribution, upon request. It was felt that following the initial distribution there will be numerous requests of the Bureau for the Manual from interested organizations and agencies.

The Executives' Conference unanimously recommended the distribution of this Manual in accordance with the above plans. The Conference recommended that copies of the Manual be sent to the field offices in accordance with the number of plants in their respective areas. In the event contact has not yet been made with the plant management, the Manual should be furnished to plant management at the time of the contact with the caution that the Manual is for the use of management and the security section of the plant to assist in detecting possible sabotage in order that any evidence of sabotage may be reported immediately to the FBI for appropriate investigation.

Tolson  
Ladd  
Clegg  
Glavin  
Nichols  
Rosen  
Tracy  
Harbo  
Belmont  
Mohr  
Tele. Room  
Nease  
Gandy

CC - Mr. Clegg

542 JAN 8 1951

Attachment

AHB:tlc

RECORDED - 73 66-2554-8401  
INDEXED - 73 JAN 5 1951  
EX-112


MEMORANDUM FOR THE DIRECTOR

In the event contact has already been made with plant management, the Conference recommended that the field offices send the Manual to the plant management by a letter prepared over the Director's signature. Such a letter is attached.

The Conference felt that while this Manual discusses the technical aspects of sabotage, the Bureau is fully justified in disseminating it on a restrictive basis to management of plants, inasmuch as this information which was chiefly derived from sabotage methods in use during the past war will be of assistance in detecting possible sabotage in these plants. Each Manual is numbered and marked "Confidential"; however, the Conference felt that no attempt should be made to secure receipts for the Manuals in view of the large number being disseminated.

In the event you approve, dissemination of these Manuals will be made in accordance with the above procedure. An appropriate letter to the field is attached.

Respectfully,  
For the Conference

  
Clyde Tolson



THE DIRECTOR

12-28-50

EXECUTIVES CONFERENCE

REQUEST MADE BY MR. WILBUR S. SMITH FOR FBI APPROVAL  
RE: TEXTBOOK TO BE PREPARED BY BUREAU OF HIGHWAY  
TRAFFIC, YALE UNIVERSITY, IN ITS OWN NAME

On 12-22-50, the Executives Conference, with Messrs. Glavin, Tracy, Parsons, Mohr, Belmont, Ladd, McGuire, Sizoo, Hargett, Nease and Clegg present, considered the oral request made by Mr. Wilbur S. Smith, Bureau of Highway Traffic, Yale University. Mr. Smith contributed information toward the preparation of a textbook on Traffic Law Enforcement which the Bureau prepared. This textbook has been furnished to all FBI Police Instructors.

Mr. Smith stated that there was a great need for information similar to that in the Bureau's textbook to be prepared in printed form and distributed to the police departments of the country. He wanted to inquire if the Bureau would approve the Yale Highway Traffic Bureau's preparing a textbook in its own name and using material, some of which may be found in the FBI textbook, but not attributing the statements of suggestions and policies to the Bureau. He stated perhaps he would want to use certain illustrations and drawings appearing in the FBI textbook. He would also like to refer to the contributions made by the FBI in the field of Police Training and anything, prior to its distribution and dissemination, would be first approved and cleared by the Bureau.

He stated that he at first hoped that the Bureau would make its textbook available to all police, but upon serious study he recognizes there were good, justifiable reasons for the Bureau's not issuing such a publication to outsiders in its own name. Since a need continues to exist and the Bureau of Highway Traffic at Yale University is headed by Mr. Theodore Watson and Mr. Wilbur S. Smith, both of whom are FBI National Academy instructors, he feels that the Bureau of Highway Traffic at Yale University can largely satisfy this need, particularly if they could make use of some FBI material. He posed the question as to whether the Bureau would approve and cooperate in this project.

The Executives Conference unanimously recommended favorably.

Respectfully,  
For the Conference

Clyde Tolson

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Rm. \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 4-19-91 BY SP-5/BK

HHC:DMC

RECORDED - 78 | 66-2554-8402  
INDEXED - 78 | JAN 5 1951  
EX-113 3

THE DIRECTOR

12-19-50

THE EXECUTIVES CONFERENCE

The Executives Conference of December 12, 1950 consisting of Messrs. Ladd, Nease, Sizoo, Clegg, Belmont, Mohr, Parsons (for Harbo), Nichols, Rosen and Glavin was advised that information has been received by the Bureau that one, Leon Helfand, had purchased a part interest in the building where the Baltimore Office of the Bureau is located. The Baltimore office is located in the Court Square Building, owned by the Court Square Building Corporation, 285 Madison Avenue, New York, New York.

The Conference was advised that Helfand is a former Soviet diplomat who was alleged to have been a former OGPU Agent of the Soviet Government. He has been under investigation since 1942. This investigation failed to reveal that Helfand has engaged in espionage activities or any other activities in behalf of the Soviet Government since taking refuge in the United States since 1940. The case against Helfand is in a closed status at the present time. The Conference does not feel that the Bureau need take any action at this time toward moving the Baltimore office from its present space.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 4/13/81 BY SP-5 CJB/K

Respectfully,

For the Conference  
Clyde Tolson

CC: Mr. Clegg  
Mr. Mohr

RECORDED - 5

INDEXED - 5

EX-37

166-2554-8403  
JAN 5 1951

ERG:CF

Tolson  
Ladd  
Clegg  
Glavin  
Nichols  
Rosen  
Tracy  
Harbo  
Belmont  
Mohr  
Tele. Room  
Nease  
Gandy

52 JAN 8 1951

The Director

12-29-50

The Executives Conference

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 5/14/91 BY SP-5 ci/bmf

The Executives Conference of December 19, 1950 consisting of Messrs. Ladd, Tracy, Belmont, Sizoo, Hargett (for Rosen), Mohr, Parsons (for Harbo), Nichols and Glavin was advised that Mr. F. Wells McCormack, an insurance representative, inquired of Mr. Carlson, of the Bureau, as to whether the Bureau was interested in securing additional insurance coverage for its Special Agent personnel at this time. He also inquired as to whether this would be an opportune time to discuss group insurance coverage for clerical personnel.

The Conference was advised by Mr. Glavin that Mr. Carlson, in responding to McCormack's letter of December 5, 1950, stated that insofar as increasing life insurance benefits for members of our Association was concerned that this question would be brought up at the next meeting of the Board of Directors of the Special Agents Mutual Benefit Association and in the event any enlargement in this program is contemplated we would advise him accordingly.

This matter was taken up at the Board of Directors meeting of the Special Agents Mutual Benefit Association at which time the Board of Directors recommended that we not enter into further negotiations at this time to increase insurance coverage of Special Agent personnel.

The Executives Conference was advised further that McCormack had been informed by Mr. Carlson that the question of life insurance benefits for clerical employees in the Bureau was being referred to the Administrative Division of the Bureau for handling. The Conference does not feel that the Bureau should enter into any negotiations with insurance brokers or companies at the present time looking toward group insurance coverage of its clerical employees. It was pointed out to the Director that in the past we have always run into the bugaboo of having at least 75% of our employees in a group insurance plan, this being the type of plan that would be approved by any insurance company. Further, insurance companies are desirous of having all collections made through the employees.

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

52 JAN 8 10 53

RECORDED - 5

INDEXED - 5

EX-37

JAN 13 1951

166-2554-8404

Memo for the Director

The Bureau is too busy to set up any collection procedures or to hold discussions with outsiders for the purpose of securing a manager for an insurance group for clerical employees which would compare with the manager we have for the Special Agents Mutual Benefit Association.

The Conference therefore recommends that Mr. Carlson advise Mr. McCormack that the Bureau does not desire to give further consideration to increasing insurance coverage for its employees.

Respectfully,  
for the Conference

Clyde Tolson

CC: Mr. Mohr  
Mr. Clegg

WRG:CT

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

THE DIRECTOR

December 15, 1950

THE EXECUTIVES CONFERENCE

RE: RADIO STATION - NEWARK

On December 15, the Executives Conference consisting of Messrs. Ladd, Glavin, Tracy, Mohr, Belmont, Rosen, Clegg, Nease, Nichols and Parsons, considered the request of the SAC at Newark for 2 additional remote receivers to extend the coverage of the office radio station.

The Newark office has a 250-watt radio station from which broadcasts can be received by Bureau cars in the metropolitan area of Newark. Associated with the station are 3 remote receivers which will pick up broadcasts from the cars and relay them into the Newark office. The SAC at Newark requested in October that 2 additional remotes be added to the radio system which would permit 2-way radio coverage at Red Bank and Trenton, New Jersey. This request was not approved for lack of sufficient information to justify the purchase.

During the recent inspection of the Newark office by Inspector Naughten he was requested to look into the need for the additional radio coverage and report to the Bureau. Inspector Naughten's report has been received and he recommends the installation of the remote receivers and states that in the Red Bank and Trenton areas there are a minimum of 13 Agents working daily. Inspector Naughten reports a case load of 208 cases in these areas including 108 security cases and 98 criminal cases. There are 202 Communist Party members and 56 security index subjects. The Inspector further reports that there will be a substantial saving in the telephone bills which totaled \$304 for the month of October. He also listed a number of vital installations in these areas.

The Conference unanimously recommends the installation of the 2 requested remote receivers, the equipment for which will cost approximately \$1,500.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/14/91 BY SP-5 CIP/DTX

Respectfully,  
For the Conference

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg cc-Mr. Clegg  
Glavin Mr. Mohr  
Nichols DJP  
Rosen DJP:AF  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

Clyde Tolson.

RECORDED - 5

INDEXED - 5

EX-37

166-2554-27845  
JAN 5 1951

52 JAN 8 1951

THE DIRECTOR

December 18, 1950

THE EXECUTIVES CONFERENCE

60-WATT PORTABLE FM RADIO STATION - KANSAS CITY

The Executives Conference consisting of Messrs. Ladd, Clegg, Tracy, Belmont, Callahan, Hargett, Mohr, Sizoo and Parsons, on December 18, 1950, considered the request of the Kansas City Field Division for a 60-watt portable FM station.

The SAC advises that even though they have one 60-watt portable station in the Kansas City Division they desire a second unit which would permit communications in the vicinity of [redacted] exist. The SAC points out that this would permit communications on very short notice in the vicinity of [redacted] without sacrificing the ability to handle radio communications in the Kansas City area.

b7E

The Conference unanimously recommends unfavorably since there are unquestionably a number of offices having vital facilities in the division but not within proximity of the headquarters city and because of the expense it is not felt a large number of the 60-watt units should be furnished for this purpose.

Respectfully,  
For the Conference

Clyde Tolson.

DJP:AF

cc-Mr. Clegg  
Mr. Mohr

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/14/91 BY SP-5CJ/DMR

RECORDED - 7  
INDEXED - 7  
JAN 5 1951

EX-122

JAN 6 1951



THE DIRECTOR

December 8, 1950

THE EXECUTIVE CONFERENCE

\* RADIO CARS - CHICAGO FIELD DIVISION

The Executive Conference on December 4, consisting of Messrs. Tolson, Ladd, Glavin, G. Egan, Mohr, Belmont, Rosen, Clegg, Stoen, McGuire, Nease and Parsons, considered a problem presented by the Chicago Field Division in connection with the use of radio cars on surveillance. The Chicago Field Division has complained that radio cars on surveillance duty must necessarily communicate with each other quickly and without interference where there is insufficient time to repeat messages. Difficulty has been experienced where the field office central station, on more routine calls, has interfered with the surveillance communications because the broadcasts are on the same frequency.

It is proposed that five radio cars presently assigned to Chicago which are now equipped with the newer FM radios having provision for two frequencies, be selected as a nucleus for surveillance operations. It will be necessary to furnish for these cars five crystals at a cost of approximately \$40, which will permit these cars, by throwing a switch, to change to an alternate frequency. These five cars will also need receivers on the alternate frequency at a cost of \$235 a piece.

The Conference unanimously recommends the expenditure of \$1,250 to equip five Chicago radio cars to avoid radio interference from the central station when these cars are on important surveillance.

Respectfully,  
For the Conference

Clude Tolson.

DJP:AF  
cc-Mr. Clegg  
Mr. Mohr

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/14/91 BY SP-SCI/bmr

RECORDED - 7  
INDEXED - 7  
66-2554-8407  
JAN 5 1951  
3

EX-12

72 JAN 8 1951

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

December 28, 1950

THE DIRECTOR

THE EXECUTIVES CONFERENCE

REPORT FORMS

The Executives Conference on December 21, 1950, with Messrs. Glavin, Tracy, Parsons (for Harbo), Mohr, Ladd, Belmont, F. H. McIntire (for Clegg), McGuire, Sizoo, Hargett (for Rosen) present, considered the recommendation of Mr. C. D. Mobley to the effect that in reprinting a supply of first sheets for Parole and Summary Reports, the printing in the lower right-hand block be eliminated.

OBSERVATIONS: The Records Section has advised that the printing in the lower right-hand block of the first pages of Parole Reports and Summary Reports serves no purpose in the Records Division. In the interests of uniformity, they recommend that this block be the same on the Parole and Summary reports as it now is on regular investigative reports. Copies of these first sheets are attached.

RECOMMENDATION: The Conference unanimously recommended that at the next printing of these forms the printed matter in the lower right-hand block of the Parole Report and Summary Report forms be eliminated in the interests of economy and uniformity. If you concur, this procedure will be followed at the next printing of these forms.

Respectfully,  
For the Conference

Glyde Tolson

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7/17/91 BY SP-5 U/ORT

RECORDED - 40  
INDEXED - 40

66-2554-8408  
JAN 5 1951

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

Attachments  
cc Mr. Mohr  
Mr. Clegg  
FHM:KMM

54 JAN 9 1951

THE DIRECTOR

December 28, 1950

THE EXECUTIVES CONFERENCE

POLICE TRAINING SCHOOL  
FISH AND WILDLIFE SERVICE  
MINNEAPOLIS, MINNESOTA

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 6/14/91 BY SP-5 ci/bdf

The Executives Conference on December 21, 1950, with Messrs. Glavin, Tracy, Parsons (for Harbo), Mohr, Ladd, Belmont, F. H. McIntire (for Clegg), McGuire, Sizoo, and Hargett (for Rosen) present, considered the request of the SAC at Minneapolis that that office be permitted to give four hours of training to a Departmental In-Service School of the Minnesota Fish and Wildlife Service.

The SAC points out that the FBI has received considerable assistance in criminal and fugitive cases in rural and resort areas from members of the Fish and Wildlife Service. He states that these men are full-time law enforcement officers. Such schools have been given in the past.

RECOMMENDATION: The Conference unanimously recommended that this training be given. If you concur, no action is required since the SAC at Minneapolis submitted a schedule stating that unless advised to the contrary, this training will be given.

Respectfully,  
For the Conference

Clyde Tolson

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

FHM:KMM

cc Mr. Mohr  
Mr. Clegg

RECORDED - 40 66-2554-8409  
INDEXED - 40, 3 JAN 5 1951

52 JAN 8 1951

THE DIRECTOR

December 22, 1950

THE EXECUTIVES' CONFERENCE

PROPOSED UNDERGROUND ORGANIZATION - USA

On December 21, 1950, the Executives' Conference, consisting of Messrs. Ladd, McIntire for Mr. Glegg, Glavin, Parsons for Mr. Harbo, McGuire for Mr. Nichols, Hargett for Mr. Rosen, Tracy, Mohr, Sizoo and Belmont, considered a suggestion that an underground organization be set up in the Pacific Northwest and on the West Coast along the same lines as the "Stay-behind Program" in Alaska presently being developed. 2018

The suggestion pointed out that great difficulties were experienced by having to set up underground networks in European countries during World War II and that the United States might consider such action while there is time to establish here a more thorough and safe system, looking toward a system that would function in the event the United States were invaded. It was pointed out that in the event of war with the Soviet Union, the Pacific Northwest and the West Coast generally would be a logical target for invasion. It was suggested that serious consideration be given to planning for such an organization on the West Coast and in the Pacific Northwest at the present time, and further, that we determine what steps have been taken in the way of planning on the part of the Canadians, as they would be in the invasion path from any Soviet occupation zone in Alaska.

In connection with this suggestion, it was pointed out to the Conference that if an underground or stay-behind program is to be developed effectively, the program would require extensive planning and the contacting of a great many individuals throughout the Northwest and West Coast areas for the purpose of developing stay-behind agents. To be effective, such a program would require literally thousands of Agent days. In addition, due to the number of people who would have to be contacted to develop an appropriate number of stay-behind agents, the possibility of publicity is very apparent with the resultant charge that the Bureau is promoting hysteria. It was pointed out that there is no assurance that if an invasion did occur, it would occur in the Pacific Northwest or on the West Coast and consequently if such a program is to be worthwhile, we would have to extend it to other parts of the country. It was further

pointed out that it would seem premature at this time to launch such a program, particularly with the heavy load of work the Bureau now is carrying, inasmuch as any invasion of this country would be likely only after the country had been weakened by continuous warfare over a period of time. It was suggested that such a program could be more readily considered from a practical standpoint if conditions in the future reflect a greater possibility of invasion.

Tolson  
Ladd  
Clegg  
Glavin  
Nichols  
Rosen  
Tracy  
Harbo  
Belmont  
Mohr  
Tele. Room  
Nease  
Gandy

52 JAN 18 1951

ABJ:tlc

INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/14/91 BY SP-5 CIB/AF

RECORDED

INDEXED

165-284-8410

JAN 5 1951

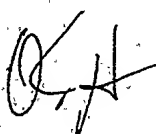
MEMORANDUM FOR THE DIRECTOR

The Executives' Conference unanimously recommended against the adoption of this suggestion with the exception that it was recommended that through liaison with Inspector [redacted] we determine whether the Canadians are taking any steps in this direction.

b6  
b7C

[redacted] In the event you approve, we will contact Inspector [redacted] in this respect, but will not consider launching any program in this country at the present time.

Respectfully,  
For the Conference



Clyde Tolson

THE DIRECTOR

12-26-50

① EXECUTIVES CONFERENCE

IACP RECOMMENDATIONS ON CIVIL DEFENSE  
FOR SUBMISSION TO IACP BOARD OF OFFICERS  
JANUARY 5, 1951

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/19/81 BY SP-5 CJO

The Executives Conference on 12-26-50, with Messrs. Glavin, Tracy, D. J. Parsons (for Harbo), Belmont, Mohr, Ladd, Nichols, J. A. Sizoo, E. E. Hargett (for Rosen) and Clegg present, considered an inquiry from Executive Secretary Edward J. Kelly of the IACP for reactions to a proposed outline of IACP recommendations on Civil Defense which will be submitted to the Board of Officers at their meeting to be held January 5, 1951, and before this list of recommendations is submitted to the Board of Officers, it was desired that the Bureau submit any observations, suggestions, deletions or alterations which it is believed should be made.

Photostatic copies of the list of suggestions were furnished to the members of the Executives Conference on 12-22-50, and they were brought up for consideration today as attached.

Recommendation #2: As to recommendation #2 in the attached list, the phraseology is as follows: "That the investigation of espionage, sabotage and related crimes be handled through local and state police in referral capacity to the FBI in accordance with terms of the directive of the President of the United States."

It is believed that this is a poor choice of language and that it should read as follows: "That in accordance with the terms of the Directive of the President of the United States all information received by the local, county and state police concerning espionage, sabotage, subversiveness and related matters be referred directly and promptly to the FBI and the police hereby tender their full cooperative services to the FBI in all such matters referred to them by the FBI."

Recommendation #10: As for item #10 on page 2 of the attached, the phraseology is as follows: "That the entire problem of industrial security and protection from sabotage or subversive agencies of the Federal government, and the role of police agencies in such security and protection be defined."

Tolson  
Ladd  
Clegg  
Glavin  
Nichols  
Rosen  
Tracy  
Harbo  
Belmont  
Mohr  
Tele. Room  
Nease  
Gandy

It is felt that this is very poorly phrased and that the Bureau might be of service to the IACP by suggesting that the matter of Plant Protection is one primarily under the supervision of the Munitions Board of the Department of Defense and that they might communicate directly with the Munitions Board if they have any specific suggestions.

Attachments

5 JAN 1951  
HHC:DMG

ENCLOSURE  
filed  
with original  
RECORDED - 78 65-2554-8411  
EX-35  
1-6-51  
73

ORIGINAL FILED IN 69-1-152



Recommendation #13: As for item #13 on page 2 of the attached, the phraseology is as follows: "That most careful screening through police investigative processes be made of all volunteer personnel holding key positions in state and local civil defense organizations."

Since this will likely presuppose a search through the Bureau's fingerprint identification records, it was felt that the word "local" should appear immediately before the word "police" and that the Bureau's letter should point out that the problem of fingerprinting Civilian Defense employees has apparently not been settled and before the Bureau could undertake this work, there would have to be money and personnel available and then the personnel would have to be trained to do this job. This change is suggested as an explanation for including the word "local" before the words "police investigative processes."

Recommendation #14: "That volunteer civilian police reserves be given a full course of training in basic police procedures and handling of emergency conditions by the police agency concerned or through recognized zone, state or Federal police schools, and that volunteers failing to make satisfactory progress in such instruction be transferred to other units of civil defense."

As to this, it was recommended that the suggestion be made that courses not be given in all basic police procedures including Crime Detection so that trade secrets would not be disclosed to individuals who would only temporarily serve as auxiliary police.

It is suggested that the courses of training be outlined as follows: Courses in Foot Patrol; Automobile Patrol; Guard and Protective Duties at Vulnerable Points and Places; Protecting the Scene of Crime; Traffic Control and Direction; Local Police Communications; Police Reports and Records; Basic Interview Methods; Public Relations Obligations; Organization and Administration of the Police Agency; First Aid; Discipline; Observation; Departmental Policy and Note Taking.

In the event in some of the departments these auxiliary police should be given power of arrest, there might then be added the following courses: Firearms Training with Pistol; Defensive Tactics and Arrest Methods.

All of the above suggestions were recommended unanimously favorable and it was also recommended unanimously that the letter to Exec. Secretary Kelly point out that comments are being made only with reference to those things which have a direct or indirect relationship to the work of the Bureau. This is suggested in view of the fact that they ask

specifically in their recommendations for exemption from Selective Service and also for Government insurance similar to that provided for personnel of the military services under the National Service Insurance Plan. It was felt that the Bureau should not comment on these and similar items among the 20 proposed recommendations.

If the Executives Conference recommendations are approved, there is attached hereto a letter to Edward J. Kelly, Executive Secretary of the IACP accordingly.

Respectfully,  
For the Conference

Clyde Tolson.

The Director

December 4, 1950

The Executives Conference

MICROFILMING OF PERSONNEL FILES  
BUREAU EMPLOYEES - BUREAU WAR PLAN  
SURVEY - RECORDS SECTION (SOG)

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/14/91 BY SP-5C/pfr

In connection with the Bureau's War Plan, the Executives Conference considered the suggestion of the Records Section that basic pertinent information in the personnel files of all Bureau employees be microfilmed and such film sent to an inland office for retention. The suggestion is predicated entirely on the extreme possibility of a complete destruction by enemy action of all Bureau records retained at Washington.

Mr. McGuire advised the Conference that the proposal to microfilm pertinent data in the personnel files included the formal application, the vocational record form, the personal statistics sheet and the clerical cover sheet and in those instances such as in the case of Special Agent's the permanent brief as well as the physical examination report. The Records Section has the necessary film and equipment. It costs 13¢ per image photographed. This figure is based on the cost worked out by Inspector [ ] on the microfilming now being handled in the Personnel Records Section.

The data suggested to be microfilmed under the War Plan would run approximately 136,079 images, costing \$2041.19. If the physical examinations are excluded only 126,831 images would be required, costing \$1902.47. The equipment can handle 10,000 images a day and it would take 8 people in the Personnel Records Section approximately three weeks to handle the job which would include pulling and preparing the documents, photographing, then checking them and then reassembling the material for replacement in the files.

The Conference was advised that the major use of these data in the event all other records at Washington were destroyed would be for the Bureau's protection in identifying impersonators and for assistance in cases involving claims against the Government by those alleging to be Bureau personnel. The conference was of the opinion, since a copy of the Bureau's payroll each quarter is now being sent to the Omaha Office for retention that it would be more expedient to microfilm the fingerprint cards of our personnel. This would roughly be approximately 11,000 fingerprint cards.

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Gandy \_\_\_\_\_

JJM: LH  
cc Mr. Clegg  
Mr. Mohr

59 JAN 9 1951

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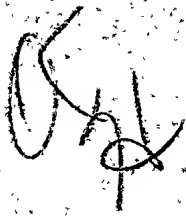
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cc-VF

Since the microfilm equipment can photograph both sides of the card in the one operation the identifying fingerprint data as well as the description and personal data on the reverse side of the card could be recorded on film in the one operation and such a record would provide the identifying data the Bureau would need.

Accordingly, the Conference, consisting of Messrs. Tolson, Glavin, Quinn Tamm for Tracy, Parsons for Harbo, Mohr, Belmont, Ladd, Rosen, Clegg, Sizoo, McGuire for Nichols and Nease, unanimously recommended that the Identification Division furnish the Records Section the fingerprint cards of all Bureau personnel and in those instances where there will be more than one card, to furnish the best fingerprint card to the Records Section so that they can be microfilmed in the Records Section and sent to an inland office for retention under the Bureau War Plan.

Respectfully  
For the Conference

  
Clyde Tolson

cc: Mr. Ladd  
Mr. Rosen  
Mr. Pennington  
Mr. Ranstad  
Mr. Schafer

The Director

December 14, 1950

The Executive Conference

STATEMENTS WITHDRAWN AND CLAIMS  
AS CONSCIENTIOUS OBJECTORS  
SELECTIVE SERVICE ACT, 1948

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/14/94 BY SP-5 CIP/DAF

In view of recent allegations on the part of Hayden C. Covington, General Counsel for Jehovah's Witnesses, that Agents have obtained signed statements from some of Jehovah's Witnesses withdrawing their claims as Conscientious Objectors by telling them they could not claim classification both as Conscientious Objectors and ministers, it is recommended the attached Bulletin be issued instructing the field to discontinue obtaining signed statements from registrants withdrawing claims as Conscientious Objectors.

Unanimously approved by the Executive Conference today with Messrs. Parsons, Nease, Ladd, Clegg, Nichols, Mohr, Belmont, Tracy and Rosen in attendance.

Respectfully,  
For the Conference

Attachment

MR:JJJ:pdw

Clyde Tolson

cc: Mr. H. H. Clegg  
Mr. Mohr

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
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RECORDED - 23

166-2584-8413  
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62 JAN 4 1951

ORIGINAL COPY FILED IN

The Director

December 8, 1950

The Executives Conference

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 6/14/91 BY SP-5 CIB/DT

The Executives Conference of December 6, 1950, consisting of Messrs. Tolson, Tracy, Parsons for Harbo, Mohr, Belmont, Ladd, Rosen, F. H. McIntire for Clegg, Sizoo, McGuire for Nichols, Nease and Glavin, considered a suggestion submitted by the SAC at Atlanta concerning red signal lights for Bureau automobiles.

It was pointed out to the Conference that the Agent in Charge at Atlanta suggests that the Bureau consider equipping its automobiles, which have fixed spotlights, with a flasher unit similar to that used in turning light indicators and other applications; that the flasher unit should be simple to install and provided with a shunting switch for selection of either continuous or blinking light.

The Agent in Charge at Atlanta further pointed out that such a blinking light will effectively improve the warning to oncoming traffic and pedestrians, especially at night when the streets are wet and a constant burning red light tends to mingle with traffic signals, tail lights and other red lights. He further points out that other emergency vehicles utilize the red blinker light system; that the general public heeds this type of warning and it is believed that the effectiveness will be greatly improved.

The Conference points out that a number of suggestions concerning red lights on Bureau automobiles have been made in the past and, after careful study, it was determined that the spotlight arrangement presently used be approved for installation on Bureau automobiles in all States where local ordinance or State law does not prohibit the use of such spotlights. This spotlight is the regular white spotlight and there has been secured for each such spotlight a red cover lense which can be snapped on over the white lense with no loss of time. In case of emergency the spotlight can then be utilized as a red warning light.

The Conference does not feel that the Bureau should at this time again change its red light installation on its pursuit cars. However, it does feel that in the event SAC Bills of the Atlanta Office believes that a blinking red light would serve as a better warning light in his particular division, the Bureau would have no objection to his installing several of these blinker devices on his automobiles to determine whether as a matter of fact they improve the red light warning system and, if they do, that he be given authority to install such blinker devices on all of the cars assigned to his division.

INDEXED - 71

NOT RECORDED

142 DEC 26 1950

EX-37

CC: Mr. H. H. Clegg

Mr. Mohr

URG:VH

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*Memorandum for the Director*

The Conference was advised that in the recent past, there have been no other suggestions from the field concerning the installation of blinker lights and, for that reason, it is felt that our present red light warning system is undoubtedly working satisfactorily. It is not felt that it is necessary to circularize the field regarding this particular suggestion.

Should the Director agree with the Conference recommendation, SAC Bills will be appropriately advised.

Respectfully,  
For the Conference

Clyde Tolson

THE DIRECTOR

December 14, 1950

EXECUTIVES CONFERENCE

INSPECTOR BUTTE DIVISION -  
FIREARMS IN RESIDENT AGENCIES

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/14/91 BY SP-5 CJP/DF

The Executives Conference on 12/14/50, with Messrs. Tracy, Parsons, Mohr, Ladd, Rosen, Nease, Ladd, and Clegg being present considered the suggestion of Inspector [redacted] following an inspection of the Butte Office that firearms be permitted to be maintained in Resident Agencies when there are the usual type of steel cabinets with locks in which these guns may be stored. The present regulations do not permit maintaining rifles, shotguns, and machine guns in Resident Agencies unless the agency is equipped with a special type of safe to insure the security of these weapons. These safes are not available in most Resident Agencies and as a consequence no firearms other than revolvers issued to the Agents are maintained by the Resident Agents in the Butte Division. If additional firearms are necessary in an emergency, the weapons must be sent from the Butte Office, which is a considerable distance from Resident Agencies in Idaho, or the guns must be borrowed from local law enforcement agencies.

Among the advantages cited, the fact that the ability of the Bureau Agents in handling firearms is outstanding comparatively, the amount of training required annually insures efficiency in handling these firearms, and the firearms will be available on a raid so that the Agents can use a shotgun, rifle or machine gun if this were permitted. As for the security of the weapons, it was felt that the firearms would be adequately secure in the regular steel wardrobe type cabinets which were equipped with the regular lock. It was also felt that if these firearms should be stolen that the Bureau would not likely suffer a great deal of criticism for that as much as if the Agents were improperly equipped. Rifles and shotguns, particularly, are available in sporting goods stores and the necessity for stealing this type of weapon from an FBI office is lessened for this reason. Since the Agents are trained in the use of a particular type of weapon when other types or makes are borrowed from the police they are at a disadvantage.

Disadvantages cited are that it would not be necessary often for an Agent to have weapons other than his revolver and when this need arises, particularly in a division like Butte, the Agents have personally owned shotguns for hunting purposes.

cc-Mr. Clegg  
Mr. Mohr

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EX-35

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although it is realized this may not always be true. It was also felt that the SAC should be informed when any Agent is about to go on a case which would require the use of a shotgun, rifle or machine gun, and perhaps the SAC or Acting SAC should lead the raid or assume charge of the squad making the arrest where such weapons are necessary. It is recognized that there would be some instances arising where prior to the time the SAC could arrive at the scene the arrest would be completed and the matter would be handled more promptly than would be the case if the SAC had to personally travel from Butte to some point in Idaho. However, it is felt that in these instances the use of local police weapons obtained from time to time would be satisfactory.

It was also pointed out that there had been no trouble because of the present regulations during the past many years since Bureau Agents have had authority to make arrests and if the guns were kept at Resident Agencies the possibility of their corroding, rusting, and developing mechanical defects could be increased with the present problems of this type multiplied many times. Also the matter of security of weapons is an important one and the Bureau has been very critical of National Guard establishments and other agencies which do not take precautionary measures with reference to the security of firearms.

#### EXECUTIVES CONFERENCE CONSIDERATION

Messrs. Parsons and Mohr recommended that the rule be changed to permit the assignment of shotguns to Resident Agencies where there are steel wardrobe-type cabinets equipped with locks in which they might be stored.

Mr. Nease recommended that both shotguns and rifles be assigned to Resident Agencies with the same type of safeguard; namely, the steel wardrobe cabinets equipped with locks.

Messrs. Tracy, Ladd, Rosen and Clegg recommended the present rule continue.

Respectfully  
FOR THE CONFERENCE

C. Tolson

THE DIRECTOR

December 3, 1950

EXECUTIVES CONFERENCE

~~CONFIDENTIAL~~ RADIO TELETYPE

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 6/14/91 BY SP-5 CJP/ST

On December 2, 1950, the Executive Conference consisting of Messrs. Tolson, Ladd, Glavin, E. Tamm, Mohr, Belmont, Clegg, Glavin, McGuire, Nease and Parsons considered the need for three additional transmitters for our emergency radio network which links the various field offices.

It was pointed out that Honolulu has two transmitters which are approximately 10 years old and due to the fact that communication with Honolulu is by radio, this equipment has had sufficient service to become a maintenance problem. Our radio communications need in Anchorage is also vital and it was recommended that efforts be made to immediately obtain three 450 watt transmitters: one for Honolulu, one for Anchorage and one as a spare in an emergency. It is believed that these can be obtained from the Army for approximately \$1500 each, which is below the cost on the commercial market. In addition, the equipment is understood to be available from the Army which will eliminate months of delay which might be required in a commercial purchase.

The Conference unanimously recommends that efforts be made to obtain the three transmitters at a total cost of approximately \$4500.

Respectfully,  
For the Conference

Glyde Tolson

cc: Mr. Clegg  
Mr. Mohr

WJS/cob

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JAN 5 1951

60 JAN 11 1951

THE DIRECTOR

12-19-50

EXECUTIVES CONFERENCE

~~Bureau~~ WAR PLANS -  
FIRST AID TRAINING, SUPPLIES AND EQUIPMENT

The Executives Conference on 12-18-50, with Messrs. Callahan (for Glavin), Tracy, D. J. Parsons (for Harbo), Mohr, Ladd, Belmont, J. A. Sizoo, Hargett (for Rosen) and Clegg present, in considering War Plans - First Aid Training, Supplies and Equipment for First Aid treatment, had their attention called to the report that a complete First Aid establishment for ~~treating~~ Atomic Bomb injuries due to radiation would cost approximately \$17,500. Of course, there does not exist in the Bureau at this time any equipment of this sort which would meet the special occasions of the set-up for handling this type of injury although we do have regular First Aid kits to handle injuries of the normal and more routine types. The Bureau has already approved postponing until March 1, 1951, the program of training 25% of its personnel in First Aid treatment. Adequate instructors, however, have recently been trained.

The Executives Conference unanimously recommended that no attempt should be made to spend a large amount of money for the First Aid establishments to treat Atomic Bombing injuries caused by radiation since it is possible that the Federal Government may in the future purchase such supplies and distribute them as they deem necessary throughout the Government agencies. It was also believed that the First Aid training should be postponed until after March 1, 1951, at which time the matter will again be considered.

Respectfully,  
For the Conference

Clyde Tolson

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DATE 6/14/51 BY SP-5C/DX

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cc-Mr. Mohr  
Mr. Clegg

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66-2554-8417  
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The Director

December 26, 1950

The Executives Conference

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 4/14/81 BY SP-5ci/ATF

The Executives Conference of December 22, 1950, consisting of Messrs. Ladd, Clegg, Belmont, Parsons for Harbo, Tracy, Sizoo, Mohr, McGuire for Nichols, Hargett for Rosen, Nease and Glavin, considered a memorandum submitted by Mr. Parsons of the Laboratory concerning bacteriological warfare, wherein he points out that there has been a survey made of the water in the Department of Justice Building. It was found that the water in the taps is in pipes which would have to be disconnected through the use of wrenches, etc., but that the drinking water comes from a tank in the sub-basement which is covered over by planks and, although set apart by a partial wall in the sub-basement, the entrance to the enclosure being had through a door which is kept locked and the keys in the possession of the Captain of the Guard and the engineer, it is felt that an individual wishing to contaminate the drinking water of the Justice Building could do so.

It was recommended by Mr. Parsons that arrangements be made with the Carpenter Shop under the supervision of the Building Engineer to construct a wall to extend the sides of the drinking water reservoir tank to the ceiling, a door to be constructed and installed for accessibility to the float of the tank; that a secure padlock be installed on the door with one key in the possession of the engineer and one in the Guard's Office.

Mr. Parsons also recommends that each field office designate an Agent to trace the water lines within the building in which the field office is located, noting any and all points which might permit easy access to the drinking water, the results of the survey to be forwarded to the Bureau.

RECORDED - 23  
INDEXED - 23 66-2854-8418

The Conference does not feel that requests should be made by the Bureau for additional construction around the drinking water reservoir tank. The Conference further does not feel that we should at this time have surveys made in the divisional service regarding the source of drinking water in those offices, it being pointed out that it would be of little avail to check contamination of drinking water in a building drinking water system when drinking water for a community or city could very easily be contaminated. The Conference does not feel that the situation is such at this time that we should request additional construction on the drinking water tank of the Department of Justice Building nor does it feel that Agent time should be utilized at the present for a survey of drinking water systems in the various divisional offices. Should the Director agree, no further action will be taken in connection with this matter at this time.

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54 JAN 13 1951

H. H. Clegg  
Mr. Mohr  
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Respectfully,  
For the Conference

W. J. Tolson



THE DIRECTOR

December 28, 1950

THE EXECUTIVES CONFERENCE

*Jay*  
~~BUREAU WAR PLANS~~

The Executives Conference on December 21, 1950, with Messrs. Glavin, Tracy, Parsons (for Harbo), Mohr, Ladd, Belmont, F. H. McIntire (for Glegg), McGuire, Sizoo, and Hargett (for Rosen) present, considered the recommendation of the Springfield Division that all files containing SAC Letters and Bureau Bulletins be maintained in the file cabinets along with the "00" files in order that they may be immediately destroyed if necessary along with the "00" files. The Conference considered the fact that some SAC Letters and Bureau Bulletins, when broken down and when pertaining to some specific investigation or specific phase of the Bureau's administrative operation, will be included in a great number of files throughout the field offices. The Conference felt that to include all the files containing portions of SAC Letters or Bureau Bulletins along with the "00" files would defeat the purpose of having "00" files located in one particular place.

*RECOMMENDATION:* The conference unanimously recommended that the field be instructed to place all "SAC Letter files" and "Bureau Bulletin files" in the same cabinets along with the "00" files. If you concur, there is attached an appropriate SAC Letter.

*Qp* *AV 1/13/51*

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DATE 6/14/91 BY SP-5 CIB/

Attachment

cc Mr. Mohr

Mr. Glegg

Tolson \_\_\_\_\_  
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56 JAN 11 1951

*ADY*

THE DIRECTOR

12-28-50

JOINT COMMITTEE

SAVINGS: None

AWARD: None

SUGGESTION #618

EMPLOYEE: SAC R. W. WALL

ALBANY OFFICE

SOCIALIST WORKERS PARTY

INTERNAL SECURITY - C

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 6/14/91 BY SP-5 CJI/DRF

MEMBERS PRESENT: Messrs. R. T. Harbo

H. H. Glegg

E. Scheidt

S. K. McKee

The Joint Committee considered the suggestion that two volumes of 1,030 pages, containing 17,249 signatures on the Socialist Workers Party - New York State Election petition for November 1950, be obtained, photostated and disseminated by the Albany Office to the New York and Buffalo Office for indexing.

It is the present policy of the Bureau that Field Offices should not submit to the Bureau for indexing Communist Party petitions and lists of subscribers to subversive publications, but that these should be indexed only in the Field Offices.

It was recommended by Mr. F. J. Baumgardner that this procedure be followed and that this list of names be indexed by the Albany, New York and Buffalo Offices for those signers who reside in their respective divisions, but that it not be indexed at the Bureau.

The New York Office advised on 9-22-49 by letter they were requesting Bureau instructions concerning indexing 42,000 names on the 1939 Communist Party petitions for City Council Election; 170,000 names for the 1940 Communist Party petitions for Congress and City Council and 40,000 names for 1943, 1945 and 1948 Communist Party petitions for City Council and the Bureau advised on 10-6-49 that this would be unnecessary and the petitions should be retained in the New York Office for reference purposes.

Concerning the Socialist Workers Party, the New York Office advised that there were only 400 members in New York State, thus, only a small fraction of the over 17,000 names would not be members of the Socialist Workers Party and the files and indices would be cluttered up with unnecessary junk. Many people would sign petitions thinking they were for the regular Socialist Party and although the Party

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52 JAN 13 1951

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cc-Mr. Mohr  
Mr. Glegg

HHC:DMC

has only 300 members in New York City, they polled over 13,000 votes in the October elections in 1950, due probably to the same misunderstanding.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

It was suggested that these petitions not be indexed in either the Field Offices or at the Bureau, particularly since the Bureau has instructed that such indexing concerning the Communist Party with a larger number of members not be indexed.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on 12/29/50 was unanimously unfavorable and concurred with the Joint Committee. Messrs. Glavin, Parson, Tracy, Mohr, Sizoo, Laughlin, Ladd, Hargett, McGuire and Clegg were present.

A letter to Albany is attached.

RZ

Y

THE DIRECTOR

December 27, 1950

JOINT COMMITTEE

SUGGESTION NO. 613

EMPLOYEE: SA GALTHER H. ATTEDERT, Data Division

SUBJECT: ADMINISTRATIVE ACTION SHEET

MEMBERS PRESENT: H.H. Glegg  
E.T. Harbo  
S.K. Mohr  
E. Scheidt

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/14/91 BY SP-5 CIB/OK

SUGGESTION: That a form be adopted by the Bureau to be known as an "Administrative Action Sheet." This form would be letter size and would be the first serial in each case file but would be unserialized. If a case has more than one volume a new set would be prepared and included as the first serial in each volume. All administrative procedures such as routing slips to Agents, routing slips to other offices, Bureau error forms, etc. would be posted to this administrative action sheet.

- Advantages -
- (1) Action taken becomes a permanent part of the file.
  - (2) Serials which may later be sent to other offices or to USA offices need not be marked and thus disfigured.
  - (3) Ready reference can be made to action taken on request and the entries on the form would also indicate the serial number covering the item in question.
  - (4) Uniformity throughout all field offices.

- Disadvantages -
- (1) Additional clerical work would be required.
  - (2) Additional work would be required on the part of the supervisor.
  - (3) The present procedure of making necessary notations on the serials themselves is adequate and in many instances is preferable since the notation can be frequently made immediately adjacent to the specific portion of the note concerned.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

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cc - Mr. Glegg  
Mr. Mohr

55 FEB 24 1951

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INITIALS ON ORIGINAL

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73

ORIGINAL FILED IN 165-2427

THE DIRECTOR

December 27, 1950

JOINT COMMITTEE

SUGGESTION NO. 608

EMPLOYEE: SA ORSON F. MYERS, JR. KANSAS CITY DIVISION

SUBJECT: FILM PACK FOR SPEEDGRAPHIC CAMERA

MEMBERS PRESENT: H.H. Clegg  
R.T. Harbo  
S.R. McKee  
E. Scheidt

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/14/91 BY SP-5 CIP/KRP

SUGGESTION: That Bureau request suppliers to develop a film pack for our Speedgraphic camera which contains only 4 or 6 films rather than 12 films which are now put in each film pack.

In support of the suggestion it is stated that the procedure if adopted would materially reduce the required film inventory maintained by the Bureau, result in less "throw-away" discarded film, and provide a handler, more practical solution to the problem of promptly and economically furnishing the Bureau with photographs of subjects.

Mr. Kenneberger advises that the local representative of the Eastman Kodak Company stated it would cost practically as much to prepare film packs containing only 4 or 6 film as it would those containing one dozen film as at present since it would mean changing the production set-up. Mr. Kenneberger does not believe the suggestion is practical.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

RECORDED - 69

66-2554-8428

1-18-51  
73

Mr. Clegg  
Mr. Mohr

- Mr. Tolson
- Mr. Ladd
- Mr. Clegg
- Mr. Glavin
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Harbo
- Mr. Mohr
- Tele. Room
- Mr. Nease
- Miss Gandy

JAN 12 1951

RH

43

ORIGINAL FILED IN 66-2554-8428

THE DIRECTOR

December 26, 1950

THE EXECUTIVES CONFERENCE

LIEUTENANT RICHARD J. FELBER  
METROPOLITAN POLICE DEPARTMENT  
WASHINGTON, D. C.  
APPLICANT, FBI WA, 46th SESSION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/14/91 BY SP-5 CIP/PH

The Executives Conference on 12-21-50, with Messrs. Glavin, Tracy, Parsons (for Harbo), Mohr, Ladd, Belmont, F. H. McIntire (for Clegg), McGuire, Sizoo, and Hargett (for Rosen) present, considered the background of the above-captioned WA Applicant.

Background: This applicant is 43 years of age, has been connected with the Metropolitan Police Department in Washington, D.C. since 9-3-30, and has been Lieutenant since 8-1-49. In a letter dated 9-28-45, the Washington Field Office advised that applicant was a close friend of Detective Jack Baker who had associated with "Monk" Seal, a known gambler, that Baker was a member of the Atlas Club and that SA R. H. Kurtzman of the WFO had observed Detective Jack Baker and the applicant leaving this club in an intoxicated condition. No information was furnished to indicate that Felber was involved in graft.

An article in the Washington Post in 1945, stated that "Monk" Seal was reported to have operated on terms of friendliness with then Inspector Barrett, Detective Sergeant John E. Baker, and Richard Felber (the applicant). On 4-9-49, applicant was given a Trial Board hearing in the Metropolitan Police Department on charges of being under the influence of alcoholic beverages while off duty. The finding of the Trial Board was "Not Guilty."

The files of the Metropolitan Police Department reflect that about 4:20 a.m., Sunday, 3-27-50, applicant assaulted a Washington Post Photographer. Applicant was suspended at 4:20 p.m. the same date. The Trial Board hearing showed that applicant attended a dinner at the Mayflower Hotel, 3-27-50, and one of the guests became ill and was removed to the sidewalk to await the arrival of an ambulance. Jones, the photographer, arrived and wanted to take pictures of the ill man, and insisted on taking such pictures. Thereupon several persons started a melee. Jones charged applicant with striking him with a blackjack. Witnesses testified that the applicant was not intoxicated but under the influence of liquor, and further that it was the photographer and not the applicant who started the melee. Other witnesses stated that Felber was not intoxicated. He was reinstated by Barrett the same day he was suspended.

Tolson  
Ladd  
Clegg  
Glavin  
Nichols  
Rosen  
Tracy  
Harbo  
Belmont  
Mohr  
Tele. Room  
Nease  
Gandy

cc Mr. Mohr  
Mr. Clegg

FBI:KMS  
O FEB 1 1951

RECORDED - 112

66-2554-8431  
JAN 11 1951

82

ORIGINAL FILED IN



suspended.

Major Barrett and Inspector Walter F. Storn, Assistant to the Superintendent, are very anxious to have Felber attend the Academy, and Storn advises that Departmental plans call for the appointment of Felber as next Chief of the Homicide Squad.

The applicant has always been most cooperative with the Bureau, and in 1944 worked for approximately 6 weeks under the supervision of the WFO in the investigation of Earl J. MacFarland, murderer of Mrs. Fitzwater.

Agent Kurtzman states he is not aware of any substantiating facts to indicate that Felber was ever associated with the gambling interests in the District.

A physical examination form has not as yet been obtained for the applicant. This can be secured in a very short time. It was felt that the Bureau should decide whether or not applicant will be considered prior to requesting the physical examination form.

RECOMMENDATION: The Executives Conference unanimously recommended that Felber be accepted if physically fit. If you concur, the WFO will be instructed immediately to obtain the necessary physical examination.

THE DIRECTOR

12-28-50

JOINT COMMITTEE

SAVINGS: None

AWARD: None

SUGGESTION #606

EMPLOYEE: SA GEORGE W. HALL  
INDIANAPOLIS OFFICE  
DATE LINES ON TELETYPES

MEMBERS PRESENT: Messrs. R. T. Harbo  
H. H. Glegg  
E. Scheidt  
S. K. McKee

The employee states that in teletypes received from other offices it is noted that the date line does not contain the full date, but merely the day of the month, without the month or the year being indicated.

SUGGESTION: It was suggested that in the future all teletypes contain the full date in the date line as only 1 1/10 seconds are required for this additional transmittal and the yellow file copy would not show the month or the year without this procedure.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

The incoming machine copies of a teletype are block stamped and these block stamps carry the full date. If the yellow file copy of the outgoing message does not contain sufficient information, the use of the block stamp or the present requirement that the dates be shown would suffice. Thus, it was felt there was no need for this information to be transmitted.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/17/91 BY SP-5C/DHF

RECORDED - 94

66-2554-8433

1-12-51  
73

ORIGINAL FILED IN

cc-Mr. Mohr  
Mr. Glegg

HHC:DMG

AUG 2 1951

THE DIRECTOR

JOINT COMMITTEE

December 27, 1950

SUGGESTION NO. 614

EMPLOYEE: SA PAUL E. STODOLSKY, Richmond Division  
SUBJECT: INVESTIGATION OF APPLICANT CASES

MEMBERS PRESENT: R.H. Clegg  
D.P. Harbo  
C.E. McKee  
L. Scheidt

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 6/17/91 BY SP-5 CIP/WH

*Executive Conference*

SUGGESTION: That one or more "front sheets" letter size be placed on top of each applicant case file with the file number at the left top corner, the Bureau deadline in the right top corner, the applicant's name at top of page, then the town and cities where investigations are known to be required. It is then suggested that birth verification be shown first, leaving space enough for this information. Second should be education; third, employment; fourth, references; fifth, neighborhood; sixth, relatives; seventh, credit and eighth, criminal.

Advantages - This form to be used by the Agent in making notes during the course of the investigation and the notes would then be set forth in logical and coordinated sequence. This type of setup would greatly increase efficiency in handling dictation or the preparation of rough drafts.

Disadvantages - Adoption of the suggestion would require preparation of another form and would add to existing requirements concerning the procedure by which reports are to be prepared. As part of the training course given all newly appointed Agents they are advised as to a convenient means to maintain their notes in order to facilitate the rapid organization of the material when preparing for dictation.

JOINT COMMITTEE CONSIDERATION:

Unanimously unfavorable on the ground that there is no existing need for such a form.

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg EC - Mr. Clegg  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

RECORDED - 22

66-2554-8434

1-12-57

73

STANDARD NO. 5711111

RH

JP

ORIGINAL FILED IN

65 JAN 20 1951

THE DIRECTOR

December 27, 1950

THE EXECUTIVES CONFERENCE

FBIRA PISTOL CLUB

The Executives Conference on December 21, 1950, with Messrs. Glavin, Tracy, Parsons (for Harbo), Mohr, Ladd, Belmont, F. H. McIntire (for Clegg), McGuire, Sizoo, and Hargett (for Rosen) present considered the suggestion that the FBIRA Pistol Club, which was discontinued for the summer months, be re-activated. Mr. W. G. Eames in a memorandum to Mr. R. C. Anderson, President of the FBIRA, advised that [redacted] who has maintained a roster of members and those who are interested in becoming members, expects to be inducted into the armed forces in the near future. This list has been furnished to Mr. [redacted] of the Records Section, who states that more than 50 members have expressed an interest in having this activity resumed at the earliest possible time. He suggests that most men who are attending school would be able to work this into their schedule if they could fire on Monday and Tuesday evenings. The Training Division can arrange to have a firearms instructor available to handle this training.

b6  
b7C

RECOMMENDATION: The Conference recommended unanimously that the FBIRA Pistol Club be re-activated. If you concur, an appropriate schedule will be arranged.

Respectfully,  
For the Conference

Clyde Tolson

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/17/91 BY SP-5C/BMF

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

FHM:KIM

cc Mr. Mohr  
Mr. Clegg

RECORDED - 66

66-2554-84  
JAN 13 1951

54 JAN 15 1951

THE DIRECTOR

December 16, 1950

JOINT COMMITTEE

~~CONFIDENTIAL~~

SAVINGS: NONE  
AWARD: NONE

SUGGESTION NO. 615

EMPLOYEE: SAC E. A. SOUCY  
PITTSBURGH OFFICE

CONSOLIDATION OF FILES IN THE FIELD

MEMEBERS PRESENT: H. H. CLEGG  
R. T. HARBO  
S. K. MCKEE  
E. SCHEIDT

SUGGESTION:

That the practice of consolidating closed files in the field be extended. At present, once each six months, closed files of Atomic Energy Applicants, CIA Applicants, Voice of America Applicants, ERP Applicants, and Selective Service Violators are consolidated in the field offices. Duplicate serials are destroyed during the consolidation and several individual files are thus enclosed within a single binder which shows the classification number and inclusive file numbers.

The Executives Conference recommended, and the Director approved, in May, 1950, that the Pittsburgh office proceed to consolidate all criminal and applicant type classifications on the same basis. The criminal cases were to be consolidated when they were 3 years old and the applicant cases were to be consolidated after a 6-months lapse of time.

RESULTS OF THE EXPERIENCE AT THE PITTSBURGH OFFICE:

During approximately 6 months at the Pittsburgh office, 23,822 files were consolidated. This required 266½ hours of clerical time, costing \$326.51. The files consolidated were in 215 file drawers.

As a result of this procedure, 47 file cabinet drawers of space was provided. This is nearly 9½ five-drawer file cabinets. 21.8% of the file drawer space was saved. The cost of cabinets saved at \$62.36 each would represent a savings of \$586.18. The floor space on the basis of \$2 per square foot would amount to \$141 annual rent. The indicated savings in floor space and file cabinets was thus \$400.67.

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

cc Mr. Mohr  
cc Mr. Clegg

HHC:KLM

54 JAN 16 1951

~~CONFIDENTIAL~~  
RECORDED

JAN 13 1951

Classified by SP-5 CIP/K

Declassify on: OADR

4/18/91

MEMO TO THE DIRECTOR

RE: SUGGESTION OF SAC SOUCY

SAC Soucy recommended that the Bureau consider extending this requirement to all field offices and applying it to all criminal cases and all applicant cases on the same basis on which the procedure was applied at Pittsburgh. This would mean that closed files of criminal cases which have been closed for 3 years would be consolidated, applicant cases after 6 months would be consolidated, and these consolidations would occur at 6-month intervals in the field offices.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

No space in the Pittsburgh office was given up. The rental is the same as before, and although it might be argued that this will prevent the need for increasing space in the future, the actual rental savings is nebulous and uncertain.

It was felt that current work in the defense applicant and criminal field, requiring the attention of clerical employees and supervisors, was more important and more pressing than the project which is recommended, and that the Bureau does not have the personnel to spare for this type of enterprise at this time.

The Joint Committee further recommends that if the Bureau's work reaches a normal status, personnel is adequate in number, and emergencies of a more pressing type do not interfere, that this project be listed for handling when this is the case in the future, but the recommendation is unfavorable at this time. The Joint Committee also believes that under any circumstances the administrative files (66 classification) should not be consolidated due to the subject matter of those files.

EXECUTIVES CONFERENCE CONSIDERATION: HHC:DNH Unanimously unfavorable.

The Executives Conference on 12-22-50, with Messrs. Glavin, Tracy, D.J. Parsons (for Harbo), Mohr, Belmont, Ladd, McGuire (for Nichols), J. A. Sizoo, E. E. Hargett (for Rosen), Nease and Clegg present, unanimously agreed with the Joint Committee.

Respectfully,  
For the Conference

Clyde Tolson

*I suggest we reconsider  
this on June 1, 1951*

*L. L. Lamm  
H*



4  
The Director

The Executives Conference

~~CONFIDENTIAL~~

December 16, 1950

Classified by SP-5C/BMF  
Declassify on: OADR 4/21/71

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/24/91 BY SP-5C/BMF

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/24/91 BY SP-5C/BMF

The Executives Conference of December 16, 1950, consisting of Ladd, Clegg, Nease, Nichols, Belmont, Glegg, Parsons for Harbo, Mohr, Tracy, Rosen and Glavin, considered a recommendation made by the Laboratory for the purchase of two miniaturized sound kits at a total cost of \$269.00.

It was pointed out to the Conference that these kits consist of a miniature amplifier, a crystal pick-up microphone, a carbon pick-up microphone, a crystal contact microphone, a set of headphones, an induction coil, a metal detector unit, a radio frequency probe, a line condenser, a carrying case and miscellaneous adaptor cords, connectors and clips. Mr. Parsons stated that these two kits would be of value to the Bureau in emergency situations. He cited the recent instance in which a Laboratory agent worked as an employee of an electrical contractor [redacted] (S) b7E

The Conference recommends approval of the request.

Respectfully,  
For the Conference

Clyde Tolson

cc: Mr. H. D. Clegg  
Mr. Mohr

RECORDED - 65

EX-123

JAN 17 1951

Mr. Tolson \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Mohr \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

39: VII

4 JAN 17 1951

61  
THE DIRECTOR

1-9-51

0 EXECUTIVES CONFERENCE

ZONING OF FIELD OFFICE TERRITORIES  
TO OBTAIN MAXIMUM, EFFICIENT PRODUCTION

The Executives Conference on 1-8-51, with Messrs. Glavin, Tracy, Parsons, Mohr, Belmont, Ladd, Rosen, Sizoo, Nichols and Clegg present, approved the attached SAC Letter concerning the zoning up of Field Office territories in order to remind the SACs that maximum, efficient production is necessary. The Inspectors have previously been alerted to look for any delinquency in this field.

Respectfully,  
For the Conference

*[Signature]*  
Clyde Tolson

Attachment

cc-Mr. Mohr  
Mr. Clegg

HHC:DMG  
*[Signature]*

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/24/91 BY SP-SC/BHF

RECORDED - 23

66-2554-8463  
JAN 16 1951

EX. - 36  
*[Signature]*

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

52 JAN 18 1951

The Director

January 10, 1951

The Executive Conference

ST. ALBANS OF BRITAIN  
Technical Section

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/24/91 BY SP-5 CBJ/DJF

The Executive Conference consisting of Messrs. Tolson, Ladd, Clegg, Nichols, Glavin, Rosen, Parsons, Mohr, Belmont, Harbo, Nease and Tracy on January 10, 1951, considered a suggestion from the Identification Division.

For the Director's information the final classification in fingerprints is the ridge count of the loops appearing in the little fingers. The key classification is the ridge count of the first loop exclusive of the little fingers. In searching if the final or the key is 17 ridges or more the fingerprints must be searched with an allowance of three ridges each way; i.e. 18, 19, 20, and 16, 15, 14. This is to allow for possible error in ridge counting.

A study was conducted in the Identification Division by a committee and it was ascertained that the present rule of searching three ridge counts each way could be changed to two ridge counts each way. The committee's study disclosed the error percentage would be 77% or less than 1% and it is felt the Fingerprint Clerk (CS-6) in doubtful cases could instruct the search be made beyond the two ridge count rule.

The Conference unanimously recommends approval of the suggestion in view of the fact there will be a saving in searching time.

If the Director agrees, appropriate instructions will be issued the Identification Division.

Respectfully,  
For the Conference,

Clyde Tolson

RECORDED - 23

EX - 36

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

cc - Mr. Mohr  
Mr. Clegg

58 JAN 13 1951

11  
THE DIRECTOR

January 12, 1951

THE WASHINGTON FIELD OFFICE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/21/91 BY SP-5 CIB/DTK

The Washington Conference of January 11, 1951, consisting of Messrs. Tolson, Ladd, Clegg, Glavin, Nichols, Belmont, Mohr, Parsons for Harbo, Tracy, Rosen, Nease and Glavin considered an anonymous suggestion dated January 5, 1951, addressed to Mrs. [redacted] stenographer of the Washington Field Office.

b6  
b7c

The suggestion stated that it was thought that more stenographers would volunteer for night work if day work were granted on Saturdays.

It was pointed out to the Conference that at the present time there are a number of stenographers in the Washington Field Office whose regular working day is from 10:00 noon to 5:00 P.M. and that these stenographers are recruited on a voluntary basis. Their work day carries through the six days of the week, Monday through Saturday. The Conference interpreted the suggestion to mean that more stenographers of the Washington Field Office would volunteer for this shift of duty if the 10:00 noon to 5:00 P.M. shift applied only Monday through Friday, and that the stenographers would work the regular work day on Saturday, 9:00 A.M. to 5:00 P.M. SAC Hottel of the Washington Field Office is in agreement to these hours of duty.

The Conference feels that this would be a desirable procedure to inaugurate since it understands that many of the stenographers who might want to volunteer for the late shift of duty in the field office are not desirous of so doing since it would mean working late on Sunday nights, the most desirable evening for making social arrangements. The Conference recommended that the Local Agent in Charge of the Washington Field Office be advised that the late shift of duty for stenographers in the field office will be from 10:00 noon to 5:00 P.M. Monday through Friday and that those stenographers will be assigned to the regular day duty, 9:00 A.M. to 5:00 P.M. on Saturdays.

Sent copy  
for the Conference

RECORDED - 66

Clyde Tolson

66-2534-810  
JAN 17 1951

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

JAN 20 1951

61  
THE DIRECTOR

January 11, 1951

THE EXECUTIVES CONFERENCE

ARREST - STATUTORY POWER VESTED IN FBI AGENTS  
(18 U.S.C. 3052)

The President, on January 10, 1951, approved an amendment giving officials and Special Agents increased power of arrest. Under the amendment Special Agents may arrest for any offense against the United States committed in their presence or for any felony if they have reasonable grounds to believe that the person to be arrested has committed or is committing such felony. The previous requirement, that there must be likelihood of escape before a warrant could be obtained as a condition precedent to a felony arrest without a warrant, has been eliminated. Arrest without a warrant as a matter of policy is to be limited to emergency situations.

Attached is a proposed Bureau Bulletin.

Unanimously approved by the Executives Conference with Messrs. Tolson, Glavin, Tracy, Parsons for Harbo, Mohr, Belmont, Sizoo, Nichols, Clegg, Ladd and Rosen in attendance.

Respectfully,  
For the Conference

*KZ*  
Clyde Tolson

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/21/91 BY SP-5 CJP/PC

Attachment

cc-Mr. Clegg.  
Mr. Mohr

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

AR:LS

RECORDED - 17

52 JAN 18 1951 EX-123

66-25541-17  
17 1951

8466

The Director

1-10-51

The Executives Conference

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/21/91 BY SP-5 CJP/MS

The Executives Conference consisting of Messrs. Glavin, Tracy, Parsons for Harbo, Mohr, Belmont, Clegg, Sizoo and Nichols considered the following suggestion by Mr. Nichols occasioned by the critical condition in the Records Section.

Mr. Nichols pointed out that a class of Tour Training for 17 Records Section employees had just been concluded. This necessitated having these 17 clerks out of the Records Section for approximately four weeks. At the present time a new class of Tour Leaders is being organized with 19 clerks, 13 of whom are from the Files Section. This class is being organized to comply with the requirement that before clerical employees can be appointed as Agents, they must qualify as Tour Leaders. Mr. Nichols pointed out that Tour Training was highly desirable for clerks who desired to become Agents but in view of the shortage of personnel and critical situation of work it is recommended that the rule presently in effect be suspended until such time that the work is in better condition and that Tour Training be given only to train Tour Leaders to actually take tours and not as a condition precedent to being considered as a Special Agent.

In this discussion it was pointed out that clerks from the Field Office are not given Tour Training, classmates of the Bureau employees are appointed as Special Agents who are not in the Bureau and that it was felt that while highly desirable, in view of the critical personnel shortage there should be a temporary suspension of this requirement. Those members of the Conference present unanimously recommended the adoption of the foregoing.

Respectfully,  
For the Conference

Clyde Tolson

I cannot go  
for this

1-12

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

LDN:gs

cc; Mr. Clegg  
Mr. Mohr

JAN 20 1951

I have no objection to  
discontinuing this training  
in view of emergency but  
no appointments as Agents  
are to be made until such  
training is accorded. I  
had never understood

RECORDED-17

66-2554-9467

JAN 16 1951

EX-123

Training was given but individuals  
trained were not actually used to conduct  
tours. How about this?



4  
The Director

The Executives Conference

January 12, 1951

RECEIVED  
DATE 6/24/91 SP-50/PTT

The Executives Conference of January 12, 1951 consisting of Messrs. Tolson, Tracy, Parsons (for Harbo), Mohr, Belmont, Ladd, Nichols, Rosen, Clegg, Sizoo and Glavin recommended that the Bureau approve the attached form letter to all Special Agents in Charge concerning separation of employees for military purposes and also recommended approval of the attached form letter to be delivered to employees leaving the Bureau's service to enter military service. In the utilization of this form paper work necessary in processing military separation will be materially reduced.

Respectfully,  
For the Conference

Clyde Tolson

WRG:CT

CC. Mr. Mohr  
Mr. Clegg

RECORDED - 110 66-2 534 - 8468  
JAN 18 1951  
13

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ge  
vin  
hols  
en  
cy  
so  
mont

343  
Room 59 JAN 22 1951

THE DIRECTOR

EXECUTIVES CONFERENCE

1-11-51

BUREAU WAR PLANS

CIVIL DEFENSE, STATE OF WASHINGTON

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 6/24/91 BY SP-5C/BH

The Executives Conference on 1-9-51, with Messrs. Tolson, Glavin, Tracy, Parsons, Mohr, Belmont, Ladd, Rosen, Sizoo, Nease and Clegg present, considered a letter from the Seattle Office relative to changes made by Philip D. Batson, FBI NA, Director, Civil Defense, State of Washington. Mr. Batson, formerly Assistant Chief of Police at Seattle, Washington, and also formerly the Police Coordinator in the Office of Civilian Defense Planning at Washington, had pointed out that he made the following changes in the original phraseology prepared under the direction of the representatives of the Sixth Army:

1. "To provide for the mobilization, organization, and direction of the civilian populace and necessary supporting agencies to prevent or minimize the effectiveness of enemy or subversive action directed against populations, communities, industrial plants, facilities and other installations - and to maintain or restore those facilities essential to civilian support of the war effort."

This was changed to read as follows:

"To provide for the mobilization, organization and direction of the civilian populace and necessary supporting agencies to minimize the effectiveness of enemy or subversive action directed against populations, communities, industrial plants, facilities and other installations - and to maintain or restore those facilities essential to civilian support of the war effort."

He felt that this would help make clear the Bureau's responsibility in this field or at least would prevent interpretations which would overlap the Bureau's jurisdiction.

2. The following phraseology of the Sixth Army Plan:

"ALL CIVIL DEFENSE PLANS will consider in addition to natural caused disasters the following general types of enemy actions:

- (a) Sabotage
- (b) Spreading of insidious rumors
- (c) Civil Disturbances
- (d) Spreading of bacteria or viruses
- (e) Enemy bombing or guided missiles

was changed as follows:

cc-Mr. Mohr  
Mr. Clegg  
Attachment  
HHC:DMG

RECORDED - 9 6  
INDEXED - 9

EX-123

mgf

Tolson  
Ladd  
Clegg  
Glavin  
Nichols  
Rosen  
Tracy  
Harbo  
Belmont  
Mohr  
Tele. Room  
Nease  
Gandy

166-2554-8469

JAN 18 1951

"All Civil Defense Plans will consider in addition to natural, accidental or caused disasters, the following types of enemy actions:

- (a) Enemy bombing or guided missiles
- (b) Spreading of bacteria or viruses."

3. Mr. Batson also had added the following paragraph:

"Civil Defense organizations will lend whatever assistance is required by the legally constituted law enforcement agencies which are charged with the responsibility of prevention and suppression of subversive activities."

Mr. Batson pointed out to the SAC at Seattle that the Sixth Army also has jurisdiction in California, Oregon, Utah and Nevada and he felt that our Special Agents in Charge in those areas would desire to confer with Civilian Defense and Sixth Army officials to prevent the repetition of the same phraseology which Batson changed.

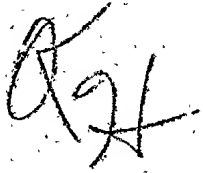
EXECUTIVES CONFERENCE CONSIDERATION:

The Conference considered the above matters and felt that the slight changes in phraseology in reality did no special good or harm and although appreciating Batson's solicitude and interest, it was felt he should be permitted to go ahead with the changes he proposed to make, but that no contacts should be made for the purpose of effecting changes similar to those made by Batson.

The SAC also recommended that he be authorized to serve on the Advisory Committee on Law Enforcement under the State Civil Defense Program as he had been invited to do so by Mr. Batson. The Conference was unanimously opposed to a Bureau representative serving on a Civilian Defense Committee.

If approved, there is attached hereto a letter to the Seattle Office, with a copy for San Francisco which had received a copy of the letter from the Seattle Office, advising of the above decisions.

Respectfully,  
For the Conference

  
Clyde Tolson

h  
The Director

1-12-51

The Executives Conference

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 4/21/91 BY SP-5C/BW

The Executives Conference of January 10, 1951 consisting of Messrs. Tolson, Nichols, Sizoo, Clegg, Rosen, Ladd, Belmont, Mohr, Parsons (for Harbo), Tracy and Glavin considered a memorandum submitted by Mr. Conrad to Mr. Harbo concerning a magnetic dictating and transcribing unit. It was pointed out by Mr. Conrad that representatives of the Laboratory had examined a new magnetic dictating transcribing unit which has just been developed by the Universal Electronics Sales Corporation of Philadelphia.

Mr. Conrad pointed out that the representatives of this company are at the present time endeavoring to ascertain possible applications and fields of sale other than civilian use. Mr. Conrad pointed out the unit demonstrated consisted of a built walnut cabinet approximately 15" in length, 10" in width and 10" in depth, that it uses a magnetic sheet the size of a standard piece of letter paper and may be black oxide or red oxide coated on one side of a paper sheet or one side of a plastic sheet. The paper sheet with either type of coating has the advantage of permitting information being typed on the back of the sound recording media. The oxide coated sheet is placed about the drum contained within the case and the recording is done around the drum spirally from one end to the other. Each sheet has approximately nine minutes records capacity at a speed corresponding to 3-3/4" per second. Mr. Conrad points out that the unit had fair dictating quality and frequency response for the speed utilized but no direct application is seen at the present time for its use in Bureau work. He also points out that this machine would cost the government approximately \$229 per unit. He recommended that no action be taken by the Bureau at the present time to secure this type of equipment. He pointed out that it be kept in mind should any further development work be done.

The Conference is in agreement with Mr. Conrad that no further action be taken by the Bureau to procure any such device at this time.

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

cc: Mr. Mohr  
Mr. Clegg

REC:cr 51 JAN 20 1951

OK  
RECORDED - 101

EX-37

Respectfully,  
For the Conference

66-2554-8470  
JAN 18 1951

8

Cliff Tolson

6  
The Director

January 12, 1951

The Executive Conference

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 11/21/91 BY SP-5 CIP/MLF

The Executive Conference of January 10, 1951 consisting of Messrs. Tolson, Nichols, Sizoo, Clegg, Rosen, Ladd, Belmont, Mohr, Parsons (for Harbo), Tracy and Glavin considered the re-institution of In-Service training during the present fiscal year.

It will be recalled that In-Service training was suspended during the past calendar year due to a tremendous amount of pending work in the field, it being felt that the Bureau could not continue to draw approximately 50 Agents from investigative work to attend In-Service training either weekly or bi-weekly during the period of time when our work was becoming increasingly delinquent.

The Conference recommends that we do not take any steps to reinstitute In-Service training at the present time but that we re-consider this problem on June 1, 1951 to determine whether In-Service training should begin the next fiscal year, July 1, 1951.

Respectfully,  
For the Conference

*C. Tolson*  
Clyde Tolson

cc: Mr. Mohr  
Mr. Clegg

REG:cr:mch

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

RECORDED - 40

66-2554-8471  
JAN 18 1951  
8

EX - 36

5 JAN 20 1951

4  
The Director

January 10, 1951

The Executives Conference

~~CONFIDENTIAL~~

Classified by SP-5C/DH  
Declassify on: OADR 2/21/91

The Executives Conference consisting of Messrs. Tracy, Glavin, Parsons, Mohr, Belmont, Clegg, Sizoo, Nease and Nichols considered the following matter:

The Conference was advised by Mr. Nichols that during the month of September applicant mail was responsible for opening 52.9 per cent of the new files, that applicant investigations in the following categories, Departmental, applicant, Atomic Energy Commission, [CIA], Voice of America, ERP, constituted a total of 66,044 cases in September. These cases contained 37,107 serials.

In addition, in the Numbering Unit, i.e., where abstracts are detached and serials are serialized, there was a total of 70,038 pieces.

At the present time when a new applicant case is opened the first serial is placed on record and thereafter the additional mail is sent directly to the Supervisor where it is placed in a folder until the investigation is completed and reports are sent to the appropriate agencies. At this point, the folder is sent to the Records Section where each piece of mail is processed. In view of the personnel shortage and accumulation of work the following recommendation was made for the handling of Departmental Applicant, Atomic Energy Commission, [CIA], Voice of America and ERP mail. The following applies only when the investigation is favorable to the applicant and does not disclose derogatory information and in cases wherein no derogatory or subversive information has been developed.

When the first serial is received, it will be put on record and indexed. Thereafter incoming mail will be forwarded to the Supervisor. When the investigation is completed, and reports sent to the appropriate agency, the folder will be sent to the Files Section where each piece of mail will be sequenced chronologically according to date and the number of serials will be counted and the number in the group will be placed on the top serial. This serial number would then be marked off the tab card in the Numbering Unit. The closed case would be sent to the Checking Unit where it would be checked and then placed in the file. In other words, this mail would not be processed. The purpose of placing the number of serials on the top serial would be to serve as a security check on the actual number of pieces of mail in a given closed applicant case.

Tolson  
Ladd  
Clegg  
Glavin  
Nichols  
Rosen  
Tracy  
Harbo  
Belmont  
Mohr  
Tele. Room  
Nease  
Gandy

CC: Mr. Clegg  
CC: Mr. Mohr

~~CONFIDENTIAL~~

EX-37

66-2554-86772  
JAN 18 1951

LBN:mb JAN 20 1951



Memo to The Director from The Executives Conference January 10, 1951  
Re:

~~CONFIDENTIAL~~

In this connection, it is pointed out that the letter of transmittal, transmitting investigative reports, carries an inventory of the investigative reports sent to other agencies and would in itself be an additional security check on the number of investigative reports in the file and would enable anyone subsequently reviewing the file to ascertain the identity of any missing serials.

For example, by referring to the letter of transmittal, it would be simple to ascertain that the described reports are or are not in the case file. In a similar manner, referral to the other type of letter of transmittal or the letter or notations ordering the investigation would reveal data making possible a file reconstruction or review with or without referral to field office information.

It is also contemplated that the Supervisors handling the case could very easily indicate the derogatory mail and indexing desired by green pencil. It is not contemplated that this recommendation would pertain to cases of possible interest such as the Anna Rosenberg Case.

ADVANTAGES:

- (1) A total of 17 employees would be saved in mail processing. In addition there would be an additional savings in the filing unit.
- (2) Applicant mail would be in the file chronologically by date within a period of 24 to 48 hours after it was received in the Records Section. This would result in considerable savings in locate work.
- (3) The typing of an estimated 20 to 25 thousand abstracts per month in the field would be eliminated which would be an additional saving.

DISADVANTAGES:

- (1) The absence of an abstract on each recorded serial would provide less security and would increase the locate problem.

~~CONFIDENTIAL~~

Memo to The Director from The Executives Conference January 10, 1951

~~CONFIDENTIAL~~

(2) The file consisting of only the first serial recorded and the last serial numbered might take more time to review, although this is believed offset by the fact that each report would be in the file chronologically by date prepared.

(3) The names of some persons interviewed would not be indexed. It is not the practice today to index all of the persons interviewed unless there is a special reason to do so; however, should the necessity arise, it is believed that it would, of course, be possible to secure the identity of the case which would permit a review and check of all names.

Those present unanimously recommended the immediate adoption of the above recommendation. In addition, Mr. Nichols conferred with Mr. Ladd who agreed to its adoption.

Respectfully,  
For the Conference

Clyde Tolson

*As a stream-lining  
procedure I recommend  
we try this for 60 days  
and then re-examine it*

*1-15*

~~CONFIDENTIAL~~

**SECRET**

JANUARY 12, 1951

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HEREIN IS UNCLASSIFIED  
DATE 6/24/01 BY 60321

DATE 6/24/91 BY SP-5 CJB

[illegible]

It was pointed out in the Conference that under this  
December 6, 1945, the Commission advised that the machine had been  
made with the security of the design to have a portable  
incinerator installed in the local incinerator plant, the  
portable incinerator, according to the Commission, the  
incinerator should have the portable and should be  
able to collect the waste of the local incinerator  
through the incinerator of the local incinerator. The  
incinerator of the Commission Conference and a recent  
incinerator of each incinerator, its responsibility to the  
incinerator could be given to determine whether such a portable  
incinerator should be provided for each local incinerator  
the Commission of the Commission. It was pointed out for  
each incinerator as shown had suggested that the incinerator  
should be designed to be in the line of the incinerator to the  
Government to be available in certain situations for the  
destruction of highly confidential matter.

[illegible]

RECORDED - 20 JAN 18 1951

JAN 18 1951

8

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

JAN 24 1951

by

Memorandum for the Director - Continued

The Conference does not feel that the Bureau should purchase additional such instruments for other field offices or for the Bureau as the U.S. Government, since appropriate plans have been made by that office to copy existing reports of important paper in case of an emergency.

Enclosed  
for the Director

*[Handwritten signature]*

Very truly  
yours

WJG:JC

cc - Mr. Tolson  
Mr. Clegg

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Nichols \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Harbo \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Nease \_\_\_\_\_
- Gandy \_\_\_\_\_

The Director

January 12, 1951

The Executives Conference

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 6/21/91 BY SP-5 CJP

The Executives Conference of January 12, 1951 consisting of Messrs. Tolson, Tracy, Parsons (for Harbo), Mohr, Belmont, Ladd, Nichols, Rosen, Clegg, Sizoo and Glavin was advised by Glavin that he felt consideration should be given to the Special Agents Insurance Fund insofar as the amount of the insurance fund reserve is concerned.

It was pointed out to the Conference that there are a number of Special Agents in the service who have reached retirement age but who are continued on an active duty basis. It was further pointed out that upon formation of the fund in the initial instance our insurance contact pointed out that the fund would be a healthy growing fund since we are continuously receiving new young blood into the service and that the older Special Agents would retire upon reaching retirement age and would become disassociated with the fund, thereby relieving the fund of payment for deaths in the higher age bracket.

It was pointed out to the Conference that with the increase in the number of men reaching retirement age, that the drain on the fund within the next five or ten years would be much greater than it is at the present time. Frankly, at the present time the payment on deaths of Agents have, in the majority of instances, been deaths of Agents in the younger bracket, that there were two Agents of retirement age or above who died during the past year and that the total payment numbering 13 during the past year covered the deaths of 11 men ranging from the ages 27 to 49.

At the present time we have 11 Special Agents 60 years of age or more on active duty in the Bureau. Of this number 7 are over 65 years of age and 2 are over 70 years of age. It is from this group that we may expect an increasingly high mortality rate in the next several years.

In view of this fact it was felt that consideration should be given at this time to increasing the reserve in our fund to meet any unusual claims on the fund through deaths of its members. It was pointed out to the Conference that we have one assessment outstanding at the present time, the assessment to be paid no later than

Tolson  
Ladd  
Clegg  
Glavin  
Nichols  
Rosen  
Tracy  
Harbo  
Belmont  
Mohr  
Tele. Room  
Nease  
Gandy

RECORDED - 40

JAN 18 1951

8

52 JAN 20 1951

Memo for the Director

February 20th. We have approximately \$200,000 in the fund at this time.

The majority of the Conference felt that it would be a desirable procedure to gradually build up our reserve from its present total to a maximum total of \$500,000 which amount would give us a safe working margin for the fund in the future. A reserve of \$500,000 would permit payment to beneficiaries for 50 deaths without depleting the fund. We could, of course, continue in the future to make additional assessments as additional deaths are reported. It is the suggestion of the majority of the Conference that the reserve be built up gradually and not within a short period of time, for instance, one or two additional assessments a year would bring the fund up to \$500,000 reserve desired within a reasonable period of time. Messrs. Tolson and Sizoo recommend that the fund be maintained at its present level or in no instance more than \$250,000 as a reserve.

Messrs. Tolson and Sizoo do not feel at the present time that our experience has reflected any need to increase the fund to a half million dollars from its present amount.

Pending the Director's decision further action concerning this particular matter is being held in abeyance.

Respectfully,  
For the Conference

*[Signature]*  
Clyde Tolson

CC: Mr. Mohr  
Mr. Glegg

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
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Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_



The Director

January 10, 1951

The Executives Conference

SEARCHING CRIMINAL REFERENCES  
ATOMIC ENERGY APPLICANT CASES

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/24/91 BY SP-5CJ/DM

The Executives Conference consisting of Messrs. Tolson, Sizoo, Glavin, Rosen, Nease, Ladd, Belmont, Mohr, Parsons, Tracy, Glavin and Nichols were advised by Mr. Nichols of the increased work in the Files Section.

It was pointed out that in July 168,820 pieces of mail was received whereas in December this had increased to 251,550 pieces of mail; that in July 104,045 name checks were received whereas in December 166,500 were received; that indicative of the increase in October 217,322 name checks were received; that in July we had a total of 1164 persons working in the Records Section, that on January 6th we had only 1085, that while 71 additional persons reported on duty today and others would report this week and next week, it would be sometime before these individuals were productive and were trained.

The Conference was requested to lend assistance in cutting special requests of the files section to a minimum and also for the loan of any individuals who could be spared who formerly worked in the Files Section during this particular period.

Mr. Nichols then pointed out that a study had been made in the Records Section of certain searching procedures applied to Atomic Energy applicant cases. In November, 1950, 5,317 Atomic Energy forms were received. Of these 10,075 were no records, 4,242 were identified which necessitated searching 42,242 references. Of this number 26,971 were subversive references, 15,271 were criminal references or 36 per cent.

It was pointed out to the Conference that in the early days of the Loyalty Program a study was made and it was determined not to search criminal references in processing Federal employee loyalty forms on the basis that each employee was fingerprinted and if he had an arrest record that this would be developed by the fingerprint search and that the investigation in the field, if a full-field investigation were made, would develop other criminal records. It was pointed out that only recently the same procedure was applied to the searching of Immigration and Naturalization forms.

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_  
CC: Mr. Clegg  
CC: Mr. Mohr  
LBN:mb

RECORDED - 66

INDEXED - 66

66-2554-8475  
JAN 15 1951

51 JAN 20 1951

EX - 36

Memo to the Director from the Executives Conference  
RE: Searching Criminal References  
Atomic Energy Applicant Cases

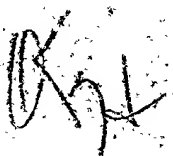
January 10, 1951

It was further pointed out that each applicant for a job in the Atomic Energy Commission is fingerprinted and if he possesses an arrest record this would be disclosed from fingerprints, that the field investigation should develop any record of criminal activities and since there would be a minimum savings of 7 grade 4 employees in the Records Section and 2 grade 3 employees without taking into consideration additional employees being saved elsewhere, it was recommended that effective immediately only subversive references be checked in searching Atomic Energy Applicants.

Those present, Messrs. Glavin, Tracy, Mohr, Belmont, Parsons, Clegg, Sizoo, Nease and Nichols, recommended the immediate adoption of this procedure.

Mr. Nichols subsequently conferred with Mr. Ladd who agreed to this recommendation. (The other members of the Conference mentioned in the first paragraph found it necessary to leave prior to the presentation of this specific suggestion.

Respectfully,  
For the Conference

  
Clyde Tolson

MR. NICHOLS

4-17-50

F. W. WALKART

SECURITY GUARD IN RECORDS SECTION

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 6/21/91 BY SP-5 C/PTR

At the present time the Records Section maintains a security guard on the sixth and seventh floors from 6:00 p.m. until 12:00 midnight. On the seventh floor there are 6 employees stationed in strategic areas and their duties of course are to observe the char force and report any activity that would appear to be out of order. On the sixth floor there are only 3 employees assigned to this duty from 11:00 p.m. until 12:00 midnight. This arrangement is due to the regular night force which is working until 11:00 p.m. on the sixth floor.

It has been suggested by our Night Supervisor that the number of employees assigned to the seventh floor be reduced to 2 in view of the work pressures and instead of the employees stationing themselves in one particular area that they patrol the entire floor. This will mean of course that the employees assigned will be non-productive, however, the overall gain will be 4 employees who can be assigned to file pulling and locate duties.

RECOMMENDATION:

It is recommended that the above suggestion be adopted and that we reduce our security patrol on the seventh floor to 2 employees. The prior arrangements mentioned on the sixth floor should remain the same.

OGH:gs

Resubmitted on 1/11/51

Approved by the Executive  
Conference 1-11-51

RECORDED - 112

INITIALS ON ORIGINAL

60 JAN 24 1951

ORIGINAL FILED IN 66-2554-2476

Changed to 66-19003-9

The Director

October 27, 1950

The Executives Conference

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/21/91 BY SP-5C/bm

The Executives Conference today reconsidered the matter of sending out staff Christmas cards this year.

It is recalled the majority of the Conference on October 12, 1950, favored the discontinuance of a staff card on the basis that:

- (1) Christmas card sending has become a racket
- (2) Lists grow and become a formality
- (3) There is considerable work involved in sending the Christmas cards

The Director favored the majority view.

The Conference was advised that in checking over the 1,900 names on the staff card list that there were a number of good Bureau friends who were on this staff card list who had previously been on the Director's personal list and if we discontinued the sending of staff cards we would lose contact with these people who would expect the Bureau to send them greetings. For example:

Dr. and Mrs. [redacted]  
Honorable Bernard M. Baruch  
Honorable and Mrs. Leslie L. Biffle  
Honorable and Mrs. Harold M. Stephens  
Mr. and Mrs. [redacted]  
Mr. [redacted]  
Mr. [redacted]  
Honorable Alexander Holtzoff  
Honorable James A. Farley  
Honorable and Mrs. Ugo J. A. Carusi  
Honorable Amon G. Carter  
Honorable and Mrs. Francis Biddle  
Mr. [redacted]  
Mr. and Mrs. [redacted]

b6  
b7c

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

CC: Mr. Mohr  
CC: Mr. Clegg

JJM:mb

RECORDED - 75

INITIALS ON ORIGINALS

60 JAN 31 1951

General Henry H. Arnold  
Honorable and Mrs. George E. Allen

Mr.  
Mr.  
Mr.

b6  
b7c

The above would not receive any greetings from the Bureau if the staff card list is completely discontinued.

In addition to the 1,900 names on the staff card list, there are approximately 2,000 graduates of the National Academy who in previous years received staff cards.

On reconsidering this matter, the Conference was unanimous in feeling that we should continue sending out staff cards.

As to the National Academy group, Mr. Tolson, Mr. Glavin, Mr. Tracy, Mr. Harbo, Mr. Clegg, Mr. Sizoo and Mr. Laughlin were in favor of having a greeting from the Bureau appear in the FBI Notes which are sent to the National Academy Graduates and that no staff cards be sent to the National Academy.

Mr. Mohr, Mr. Ladd, Mr. Rosen and Mr. McGuire were in favor of sending staff cards to the Graduates of the National Academy on the basis that this is the main means by which the Bureau can evidence a personal contact with our National Academy Graduates during the Holiday Season as the cards are exhibited with considerable pride by the Graduates themselves when they receive them.

Respectfully,  
For the Conference

Clyde Tolson

THE DIRECTOR

December 27, 1950

JOINT COMMITTEE

SUGGESTION NO. 612

EMPLOYEE: SA ROBERT W. HOLLOV, Detroit Division

SUBJECT: FUGITIVE INDEX CARDS

MEMBERS PRESENT: H.L. Clegg  
R.T. Harbo  
H.E. Mohr  
D. Scheidt

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/24/91 BY SP-5CJ/pmr

SUGGESTION: At present whenever a subject becomes a fugitive the field division concerned is required to forward to the Bureau a fugitive form letter so that appropriate index cards may be made and placed in the fugitive index in the Bureau. The suggestion is that instead of preparing a fugitive form letter the field prepare a 3 x 5 card which could be added to the fugitive index when received in the Bureau.

In support of the suggestion the Agent states that it is his recollection that a temporary card is first prepared at the seat of Government and subsequently a permanent card is prepared. He feels that his suggestion would result in some saving in the preparation of the card. Mr. Rosen's office advises that their procedures were changed several years ago and that at present only one index card is prepared for the fugitive index. These are consequently numbered as prepared. It is desirable that a fugitive form letter be submitted so that the case file will contain a record of this administrative step. It would be difficult to have uniformity in the preparation of the index cards if it were distributed among 52 different offices. Mr. Rosen is opposed to the suggestion.

JOINT COMMITTEE CONSIDERATION: Unanimously opposed to the suggestion for the reasons indicated above.

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_ cc - Mr. Clegg  
Nichols \_\_\_\_\_ Mr. Mohr  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

RECORDED - 66

EX - 36

166-2554-8482

1-15-51  
76  
RECEIVED BY MAIL - 12

ORIGINAL FILED IN 66-2554-128-940



11/15/50

THE DIRECTOR

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 6/21/91 BY SP-5C/bmf

Reference is made to the Executive Conference memorandum dated October 25, 1950, which considered the operation of the Cash Room in the Identification Division and the operation of emergency loan funds in the Personnel Office of the Administrative Division and in the Files Section of the Records and Communications Division. The Majority of the Conference recommended the closing of the Cash Room in the Identification Division in view of the off the record opinion furnished by the General Accounting Office that the Bureau could not justify the continuation of this function. The majority of the Conference recommended that since the Cash Room sold stamps, this function could be handled just as well by placing a stamp machine in the cafeteria. It was further recommended that the sale of American Express money orders which are now sold in the Cash Room be immediately stopped; the collection of the hospitalization funds should be continued as in the past but since this activity only occurs once a month it would only occupy the time of an employee for approximately one day, and emergency loans from the Identification Division welfare fund should only be made in cases of emergency after approval of Mr. Tracy had been obtained.

With respect to the emergency loan funds in the Justice Building, the majority of the Conference was unanimous in recommending the continuation of the present emergency loan funds which are operated in the Personnel Office of the Administrative Division and in the Files Section of the Records and Communications Division, with such loans being approved by the Assistant Director. The Conference was unanimous in recommending that the Identification Division welfare fund and the emergency loan funds in the Justice Building be utilized to cash out of town personal checks of new employees where they were unable to get them cashed elsewhere.

The Director noted on this memorandum that he was inclined to stop the Cash Room and the sale of money orders. He stated the stamp machine could be installed. He said he did not think we should cash checks. As for the loan funds, before passing on this the Director said he would like views regarding having the Credit Union handle this both in this building and in the Identification Division Building. You will recall that Mr. Nease in a pink memorandum dated October 27, 1950, suggested that consideration again be given to arranging for a branch of the Department of Justice Credit Union to be installed in the Identification Division Building since Mr. Nease felt this would settle the problems of our employees over there.

The Executives Conference of November 2, 1950, consisting of Messrs. Ladd, Quinn Tamm, Clegg, Glavin, McGuire, Laughlin, Rosen, Harbo, Sizoo and Mohr, considered the possibility of establishing a branch of

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EX-123

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the Department of Justice Credit Union in the Identification Division Building, it being pointed out to the Conference that there is a Credit Union in the Department of Justice Building entrance to which is in the corridor near the elevator bank at 9th Street and Pennsylvania Avenue.

It was pointed out to the Conference that when the Identification Division was located in the Armory, the Department of Justice Credit Union established a branch in a private home very close to the Armory. The Department of Justice Credit Union has not given much thought to establishing a branch of the Credit Union near the Identification Division Building at 2nd and D Streets, S. W. As a matter of fact this particular problem has been discussed with Mr. James W. Grant, Assistant Treasurer of the Credit Union, and he stated because of the type of neighborhood at 2nd and D Streets, S. W. they were not giving any consideration to establishing a branch outside of the Identification Division Building. Nothing was said to him about a possible branch being opened in the Identification Building itself.

Mr. Grant stated that in so far as new employees entering on duty in the Bureau are concerned, they must wait six months' probationary period before they can obtain a loan on their own signature. Otherwise one co-maker is required for each \$100 borrowed. To obtain a loan, a new employee must be a member of the Credit Union. To become a member of the Credit Union, the new employee would have to pay a fee of 25¢ and make a \$5 share purchase to the Credit Union Fund, which latter would amount to a savings since the employee would be paid approximately  $4\frac{1}{2}\%$  earnings on this investment. The earnings made on shares cannot exceed 6% per month. Mr. Grant also stated that an employee who made application for a loan during the week would have the application in the normal course of business acted upon on Thursday when the committee approving loans meets and the check would be issued on the next day, Friday. He said that if an emergency situation were presented, it would be possible to get a loan approved in a shorter period of time. Employees are charged an interest rate of 1% per month on the unpaid balance. Generally the employee sets the terms for repaying the loan; however, under the law the maximum period in most cases is 15 months for repaying the loan. He also stated it is possible to obtain a secured type of loan where no endorsers are necessary in which case  $\frac{3}{4}$  of 1% interest is required on the unpaid balance. This would be a loan on the purchase of a new automobile where the car is given as security.

Mr. Grant stated that employees in the Identification Division now handle their business with the Department of Justice Credit Union either by taking annual leave and coming over to this building or they handle it by mail. He said he considered mail unsatisfactory since employees will send cash through the mail.

In the Conference Mr. Glavin made the observation that the Identification Division welfare fund is in fact a welfare fund since some of the money accruing to this fund is obtained from the profits of the operation of the cafeteria in the Identification Division Building and the profits are made available for welfare purposes. Mr. Glavin felt that the loaning of money from this fund to needy employees and in extreme emergencies would most certainly be construed as a welfare purpose.

As a matter of information, Mr. [redacted] of the Department has asked Mr. Tracy if it is possible to allocate space to the Department of Justice Credit Union in the Identification Division Building. Mr. [redacted] stated that they would like to have sufficient space in one of the first floor lobbies for a desk and a couple of chairs in order to service requests of employees in the Identification Division Building during the lunch period on approximately three days a week. Mr. Tracy told Mr. [redacted] that he would submit the request to the Bureau and would let him know whether it would be possible to effect the arrangements.

The Majority of the Conference consisting of Messrs. Ladd, Clegg, Glavin, McGuire, Laughlin, Harbo and Sizoo recommended that we arrange to have a branch of the Department of Justice Credit Union installed in the Identification Division Building. They felt that by having a branch of the Credit Union in the Identification Division Building it would cut down on annual leave requests for employees who now have to come to this building to make loans and the Credit Union could also make loans to new employees.

Messrs. Rosen, Quinn Tamm and Mohr were opposed to the idea of having a branch of the Department of Justice Credit Union established in the Identification Division Building. They were opposed because we would have to give them space, the Credit Union would operate the office there as they would see fit and the Credit Union is not established to take care of the emergency type of loan fund we need for new employees or employees in dire emergencies such as getting admitted to hospitals, released from hospitals and the like. It should be further pointed out that a new employee would have considerable difficulty in getting someone to sign a loan from the Credit Union as a co-maker since the co-maker becomes liable for the amount of the loan. The new employee has no friends and consequently would have difficulty in securing a co-maker on emergency loans that he might need. This group also pointed to the fact that even in other Governmental agencies where branches of the Credit Union are now established, there are welfare funds to provide emergency loans in emergencies to employees without any interest rate being charged. These welfare loans are generally made available for new employees entering on duty.

In the event the Director agrees with the majority of the Conference, the Cash Room in the Identification Division will be closed immediately and the sale of money orders will be stopped immediately.

Furthermore the emergency loan funds now operated in the Personnel Office of the Administrative Division and in the Files Section of the Records and Communications Division will be dissolved immediately and no further loans will be made from these funds. New employees and other employees in dire emergencies will be directed to the Credit Union in the Department of Justice Building to obtain any necessary loans. In addition the welfare fund in the Identification Division will no longer be used to make emergency loans to employees nor will it be used to cash out of town checks for new employees but will only be used for other welfare purposes.

In the event the Director approves the recommendation of the Majority members of the Conference, Mr. [redacted] of the Department of Justice will be advised that arrangements will be made to provide sufficient space in the Identification Division Building for a branch of the Department of Justice Credit Union. b6 b7C

Respectfully,  
For the Conference

Clyde Tolson

THE DIRECTOR

12-27-50

JOINT COMMITTEE

SAVINGS: None

AWARD: None

SUGGESTION #602

SAC J. E. THORNTON

BOSTON FIELD DIVISION

QUESTIONNAIRES IN APPLICANT-TYPE CASES  
FURNISHED BUREAU BY OTHER GOVERNMENTAL  
AGENCIES - LISTING OF REFERENCES

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12/21/91 BY SP-59/bjw

MEMBERS PRESENT: Messrs. R. T. Harbo  
H. H. Clegg  
E. Scheidt  
S. K. McKee

SUGGESTION:

The employee suggests that in Applicant-type cases the questionnaires being furnished the Bureau by other Government agencies list character references with their business addresses. If the business addresses were shown as well as the residence addresses it would save much travel time in an effort to locate such references for interview.

It was suggested that this be called to the attention of the various Governmental agencies so that in the preparation of future application or questionnaire forms both the business and residence addresses of references could be listed.

JOINT COMMITTEE CONSIDERATION: Unanimously favorable.

The Joint Committee recommended unanimously favorable that this matter be handled through Liaison Section with other Governmental agencies in order that this additional information could be made available in the future.

EXECUTIVES CONFERENCE CONSIDERATION:

On 12-28-50, the Executives Conference, with Messrs. Glavin, Tracy, Parsons, Mohr, Ladd, Nease, McGuire, Sizoo, Laughlin, Hargett and Clegg present, considered the above suggestion and felt that the Liaison Section through oral contacts with the Government agencies, whose Applicants we are continuing to handle, be requested to add the business addresses, as well as the residence addresses of references.

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

Attachment (Letter to SAC  
cc-Mr. Mohr Boston)

Mr. Clegg

HHC:DHG

62 JAN 25 1951

EX-71

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Respectfully,  
For the Conference

66-2554-8491  
JAN 23 1951

Clyde Tolson



THE DIRECTOR

December 23, 1950

The Executives Conference

SUGGESTIONS FOR POSSIBLE ELIMINATION  
OF DELINQUENCY IN IDENTIFICATION DIVISION

The Executives Conference consisting of Messrs. Ladd, Nichols, Glavin, Clegg, Belmont, Mohr, Parsons, Sizoo, Hargett, and Tracy considered suggestions from Inspector Quinn Tamm of the Identification Division with reference to the possible elimination of the present delinquency.

For the Director's information, the daily average receipts for the Identification Division were as follows during the month of November (six-day week basis):

Criminal	4,169.92
Suspects	7.83
Deceased	20.83

NONCRIMINAL

Army	4,120.17
Navy	694.04
Marine Corps	183.21
Coast Guard	121.00
Loyalty	3,076.17
Alien	1,001.67
Miscellaneous Applicant	2,622.79
Atomic Energy Commission	234.54

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/21/91 BY SP-5 CIP/MP

Total Daily Average Receipts 16,302.17

Daily Average Searches in Technical Section 10,772

The Technical Section is the determining factor for the number of fingerprints which can be handled. At the present time, with prior authority, Alien, Military, and Miscellaneous Applicant fingerprints are being held as a delinquency in the Technical Section following their search in the Card Index Section, and the following is the current delinquency in the Technical Section as of December 23, 1950:

Current Fingerprint Cards

Priority

Non-Priority

Loyalty	27,366
Applicant	35,311
Military	330,985
Aliens	57,970

Total Non-Priority

501,592

Total Current Prints for Search

501,614

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

cc - Mr. Clegg  
Mr. Mohr

SJT:edm



The daily average fingerprints received for search and the personnel for each month since July are as follows:

	<u>Daily Average Receipts</u>	<u>Personnel (as of 1st day of each month)</u>
July	11,709.85	1,491
August	13,153.30	1,451
September	18,037.80	1,459
October	18,024.81	1,401
November	16,302.17	1,389

(Personnel on duty December 23, 1950 - 1,403; Budget Quota (from Chief Clerk's Office - 1,369)

The delinquency in the Technical Section is increasing at the rate of approximately 5,000 fingerprint cards per day at the present time, and this delinquency will be further increased due to the fact that the Coast Guard has advised that it is sending to the Bureau an average of 5,000 fingerprint cards per week of individuals being fingerprinted under the Coast Guard Security Program.

#### RECOMMENDATION NUMBER 1

Mr. Quinn Tamm recommended the discontinuance of handling all miscellaneous applicant fingerprint cards from local or state law enforcement agencies, approximately 1,000 such fingerprints being received per day including employees of hotels, taxi drivers, pistol permits, applicants to take bar examinations, applicants for second-hand stores or soliciting licenses, and applicants for jobs with police departments or as auxiliary or special police. Mr. Tamm recommended that contributors be notified by letter that fingerprints of this type will not be handled until such time as the condition of the work permits.

The Conference was of the opinion that it is necessary that the Bureau handle fingerprints of this type inasmuch as local or state ordinances require local law enforcement agencies to take and process such fingerprints and it is, therefore, incumbent upon the Bureau to furnish the requested service.

#### RECOMMENDATION NUMBER 2

Mr. Quinn Tamm recommended that Alien fingerprint cards be classified and filed without any search for the reason that when an alien applies for naturalization at a subsequent date, a form letter request is received from the Immigration and Naturalization Service in

order that the fingerprint card might be pulled and researched at that time. This amounts to a duplicate search in all cases where an alien subsequently seeks naturalization. The percentage of identifications is considerably below one per cent on the original search of the alien fingerprint cards and the majority of the identifications are made in connection with Canadian and Mexican Border crossings.

The Conference previously recommended and the Director approved that Alien fingerprint cards be held as a delinquency in the Technical Section after the Card Index search. This is presently being done.

The Conference, with the exception of Mr. Tracy, was of the opinion that the Alien fingerprints should continue to be searched and held as a delinquency in the Technical Section, as at present, until such time as additional personnel is secured to permit such a search. Mr. Tracy recommends that the matter of searching Alien fingerprint cards on their original receipt be discussed with the Immigration and Naturalization Service with the view to ascertaining whether or not the relatively few identifications made are actually of any value to the Immigration and Naturalization Service with the view toward eliminating the original search if concurred in by the Immigration and Naturalization Service.

#### RECOMMENDATION NUMBER 3

Mr. Quinn Tamm recommended that fingerprint cards received from the armed forces be classified and filed without any search. This group comprises the largest single delinquency in the Technical Section, where they are held following the Card Index search. In view of the shortage of personnel, the Director has previously approved the retention of the armed forces fingerprint cards (exclusive of the Coast Guard) as a delinquency in the Technical Section following the Card Index search.

Mr. Tracy pointed out to the Conference the fact that casualty lists are presently being received from Korea and that unless the armed forces fingerprint cards are in file, it will be impossible to locate them for identification purposes. They are presently being stored by date of receipt in the Technical Section.

The Executives Conference did not concur in the recommendation; however, it did consider a substitute recommendation of Mr. Clegg that the armed services fingerprint cards be searched in the Card Index Section.

where approximately nine per cent of identifications are made, the subsequent Technical Section search resulting in an additional one per cent of identification; that the armed forces fingerprints (exclusive of the Coast Guard) be classified and filed after the Card Index search in order that they may be located in connection with casualty searches; that, however, as additional personnel is secured, the Technical Section continue to search to the maximum of the personnel assigned in the hope that eventually it will be possible to search all such fingerprints through the Technical Section.

Messrs. Ladd, Nichols, Clegg, Parsons, Sizoo, and Hargett concurred with Mr. Clegg's recommendation. Messrs. Glavin, Belmont, Mohr, and Tracy were opposed to Mr. Clegg's recommendation. Those in favor of the recommendation felt that the armed forces fingerprint cards should get in file at the earliest possible moment even though a fingerprint search in the Technical Section was not made. Those opposed felt that these fingerprints should continue to be held as a delinquency in the Technical Section until such time as new employees entering on duty in January, 1951, can be trained to handle them.

#### RECOMMENDATION NUMBER 4

With reference to fingerprint cards of applicants for jobs with police departments or as auxiliary police, it was suggested by Mr. Tracy that such fingerprints should be handled special by being tagged on receipt in order that they will be handled prior to other applicant fingerprints.

The Conference was in agreement with this suggestion.

Mr. Glavin informed the Conference that a large number of new employees would be available during the month of January, 1951. Such new employees as may be assigned to the Identification Division will be qualified to classify fingerprints in approximately six weeks and will be able to reach the minimum searching production figure in approximately four months from the time of assignment to a Student Fingerprint Class.

Respectfully,  
For the Conference,

Glyde Tolson

THE DIRECTOR

~~CONFIDENTIAL~~

December 8, 1950

THE EXECUTIVES CONFERENCE

APPLICANT INVESTIGATIONS FOR  
OTHER GOVERNMENTAL AGENCIES

~~ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
EXCEPT WHERE SHOWN  
OTHERWISE~~

The Executives Conference, with Messrs. Tolson, Nease, McGuire for Nichols, Sizoo, Glavin, Parsons for Harbo, Mohr, Tracy, Belmont, Ladd, Clegg and Rosen in attendance, today reconsidered the problem of investigations for other agencies such as GIA, [redacted] and others wherein by agreement we conduct these investigations for them. In addition, the Conference also considered those applicant investigations for other Governmental agencies which are conducted pursuant to statutory requirement. It was pointed out that in view of our difficulty in meeting our required responsibility, consideration should be given as to whether we should agree to carry out additional and further responsibilities not actually required of us. The problem of funds was not in issue.

Referral/Consult

The following applicant investigations are conducted on an agreement basis:

Recommendation:

Messrs. Tolson, Nease, McGuire, Sizoo, Glavin, Parsons, Mohr, and Rosen recommend that we advise Admiral Stone that we will finish those investigations which we presently have received (they number 156) and that we will be unable to accept any more in view of the other commitments and responsibilities which have been placed upon the Bureau. (In this respect, Stone can get the Army, the Navy, the Marine Corps or the Coast Guard to conduct the investigations for them.)

Belmont, Tracy, Clegg and Ladd recommend that we go to Admiral Stone and advise him that we can handle only those investigations which are absolutely essential; that we try to whittle the list down to 50 or 75. This group points out that we have been

Mr. Mohr  
Mr. Clegg

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Memo for the Director

getting considerable information from the Armed Forces Security Agency which does all the decoding work for the armed services and that we have received valuable information as a result of our contact with Admiral Stone's office; that in view of what we get, we should continue to handle these applicant investigations.

CENTRAL INTELLIGENCE AGENCY

~~CONFIDENTIAL~~

We have agreed, by letter of December 17, 1948, to conduct 200 investigations per month until June 31, 1951. However, by letter of December 1, 1950 to [General Bedell Smith] we have agreed to accept an additional 100 cases per month for a maximum period of four months, making a total of 300 per month for the four month period. At the present time we have 568 cases pending.

Recommendation:

Messrs. Tolson, Clegg, Tracy, Sizoo and McGuire recommend that we immediately advise [CIA (General Bedell Smith)] that it will be impossible to accept any more cases and that it will be necessary for us to discontinue the program which heretofore has been in effect. We will complete the work which we presently have on the books. This will give [CIA] an opportunity to prepare to handle their own work beginning after the first of the year. [It was recommended that CIA be advised that circumstances beyond our control make it necessary that we immediately institute this program.]

The balance of the Conference, Messrs. Nease, Glavin, Parsons, Mohr, Belmont, Ladd and Rosen, recommend that we immediately advise [CIA] that we will be unable to continue to handle these cases subsequent to June 31, 1951 which is the date presently accepted under our agreement. We should, therefore, advise [CIA] that we will not be able to handle any cases beyond June 31, 1951; that we will immediately set in motion plans to discontinue the project beyond the date indicated. This, of course, would make it necessary for [CIA] to make their own arrangements to get these cases handled and they will have six months in which to make whatever arrangements they deem necessary.

NATIONAL SECURITY RESOURCES BOARD

We agreed by letter to the then Director, John Steelman, which was subsequently confirmed with the present Director Symington, to conduct investigations of which we have 170 pending.

Recommendation:

The Conference in unanimous agreement recommended that we immediately advise Symington's office that we cannot, under the

Memo for the Director

present circumstances, continue to handle or accept any more cases; that the present number of 170 which are pending will be completed and that we will be unable to handle any additional cases. (Symington is not without recourse. He ought to be able to get Army, Navy, Marine Corps or Coast Guard to handle this work for him.)

#### DEPARTMENTAL APPLICANTS - PROFESSIONAL POSITIONS AND CLERICAL POSITIONS

These are conducted at the instructions of the Attorney General dated July 31, 1947. There are 38 applicants - professional cases pending and 528 applicants - clerical cases pending.

##### Recommendation:

The Conference recommended there be no change; that we continue to handle these matters.

#### MAINTENANCE EMPLOYEES

These investigations are conducted of such employees in the Justice-Archives Group and the Identification Building. Our agreement with Justice covers only those in the Justice-Archives Group and those in the Identification Building are investigated because these employees have access to Bureau premises.

##### Recommendation:

In view of the fact that there are 34 pending cases and inasmuch as this is a matter of protection to the Bureau from a security standpoint, we recommend that this be continued.

#### BUREAU OF THE BUDGET

It was agreed and approved by the Director, the first case being received in February, 1949, that we conduct investigations for the Bureau of the Budget. There are 22 cases pending.

##### Recommendation:

That we complete the 22 cases pending; that we discontinue handling any additional cases and that upon receipt of the first additional case we advise the Bureau of the Budget that we will be unable to handle any cases in view of our other commitments.

#### COAST GUARD SCREENING APPEALS BOARD

At the instruction of the Department by memorandum from Peyton Ford dated September 7, 1950, Ford stated that the Attorney General and the President wanted the Bureau to conduct these investigations. There are presently 54 cases pending and the individuals involved are members of the panel which will review the cases of seamen who have been denied clearance for security reasons from sailing on American ships.



Memo for the Director

Recommendation:

~~CONFIDENTIAL~~

That we discontinue this project upon the completion of the 54 cases and that upon the receipt of the next case in the Bureau that we advise Peyton Ford that we will be unable to handle these cases in view of the present commitments of the Bureau and that we seek this opportunity to again reiterate to Peyton Ford our desire to relieve ourselves of this responsibility. (Coast Guard is not without recourse as they have personnel who could check these people out.)

OFFICE OF THE SECRETARY OF DEFENSE

We originally instituted this program at the request of Secretary James Forrestal. It was handled for Secretary Johnson at his request and is presently being handled at the request of Secretary Marshall which was dated October 11, 1950. At present we have 13 cases pending.

Recommendation:

The Conference unanimously recommended that we advise the Office of the Secretary that we are unable to accept any more cases and that we will complete those cases presently on our books; that this plan is to become immediately effective in view of the commitments which we presently have making it impossible for us to accept any more cases. (The Office of the Secretary of Defense certainly could call upon the armed services for assistance in this matter.)

NATIONAL SECURITY COUNCIL

At the request of Admiral Souers, the Director approved handling these cases.

Recommendation:

We have been following this program since January, 1948, and although the requests are infrequent and we have but one pending, it is recommended that we make no exception and that we advise the Council that we are unable to accept any additional cases; that we will, of course, complete the case which we presently have and that this comes about as of necessity inasmuch as it is impossible for us to meet our present commitments. (Certainly this Council could call upon the armed forces for assistance.)

WHITE HOUSE

Since President Truman assumed office, he has, from time to time requested us to investigate persons who are usually being considered for Presidential appointments. These cases are difficult to handle, place considerable burden on the Bureau in view of their expeditious nature and they are, of course, increasing in number. We presently have 19 cases pending.

Memo for the Director

Recommendation:

The Conference recommended that we continue to handle these cases.

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CONGRESSIONAL COMMITTEES

The Senate Armed Services, Senate Appropriations, House Appropriations, Joint Committee on Atomic Energy, are handled upon specific request of each committee.

Recommendation:

It is recommended that each request of each of the aforementioned committees be handled on an individual basis. We have four cases presently pending and we continue to follow this project very closely and if an unreasonable number are referred to us for investigation that we attempt to discourage the practice of referring these cases to us.

The following applicant cases are handled as a result of statutory requirements:

The Conference considered the action to be taken in connection with those programs presently handled by the Bureau as the result of statutory requirements. The programs are listed below indicating the public law in effect. In connection with the consideration which the Conference gave to this problem, the opinion of the Conference was divided into two views. One view was to the effect that steps should be taken in the nature of spadework and the affirmative action to approach the proper persons and committees in order to bring about a change in the legislation. This change in the legislation will eliminate the Bureau as the agency responsible for conducting these investigations and will delegate this responsibility to the Civil Service Commission or to the obvious Governmental agency in order that the investigation can be appropriately handled. It is to be pointed out in this connection that the Bureau is not relieving itself of any responsibility to handle all security matters or matters involving the national defense inasmuch as cases involving the loyalty of Government employees are referred to the Bureau under Presidential Order. Therefore, it can be seen that any person whose loyalty is in question is, as a matter of fact, referred to the Bureau for investigation. This view, therefore, will bring about a change in the legislation which, in turn, will fix the responsibility in the agency which logically should have it and will also allow the Bureau to conduct those investigations which involve the internal security of the nation.

~~CONFIDENTIAL~~

Memo for the Director

The other view, the contrary view, is to the effect that we should do nothing to bring about a change in the statute inasmuch as the law presently requires that we handle these matters and that we, therefore, should continue to handle them.

<u>PROGRAM</u>	<u>STATUTE</u>	<u>CASES PENDING</u>
ATOMIC ENERGY	Atomic Energy Act of 1946 as amended	11,057

Messrs. Tolson, Tracy, Clegg, Sizoo, McGuire, Nease, Ladd and Rosen recommend that Nichols get in touch with Senator McMahon (D.-Conn.) and point out to the Senator the tremendous problem with which the Bureau is confronted; that these cases could very well be handled by the Civil Service Commission. Of course, the Bureau would continue to make name checks and, of course, would continue to investigate persons under the loyalty program and we would also make fingerprint checks. However, there is no reason why the Bureau should continue to handle the thousands of cases involving applicants wherein no information is developed indicating a question as to their loyalty. The Bureau will handle those cases, of course, involving loyalty, etc. but steps should be taken to amend the Act to bring about a change as above suggested.

Messrs. Glavin and Mohr were opposed to this approach.

Messrs. Belmont and Parsons suggested that steps be taken to handle the top scientists and top echelon cases only.

Mr. Ladd pointed out that in view of our responsibility under the Atomic Energy Program and in view of the existing law, he felt we should take no action at this time to change the existing statute.

<u>PROGRAM</u>	<u>STATUTE</u>	<u>CASES PENDING</u>
EUROPEAN RECOVERY PROGRAM	Public Law 472, 80th Congress	306
INTERNATIONAL DEVELOPMENT PROGRAM	Public Law 535, 81st Congress	234
GREECE-TURKEY AID	Public Laws 75 & 84, 80th Congress	3
INTERNATIONAL LABOR ORGANIZATION	Public Law 843, 80th Congress	0
INSTITUTE OF INTER-AMERICAN AFFAIRS	Public Law 369, 80th Congress	22
WORLD HEALTH	Public Law 643, 80th Congress	0
VOICE OF AMERICA	Public Law 402, 80th Congress	1,285
OFFICE OF CIVIL DEFENSE	Public Law 686, 81st Congress	1

Memo for the Director

Recommendation:

With reference to the above, the following unanimously recommended that steps immediately be taken to determine the proper persons to be contacted in order that a legislative change can be brought about: Messrs. Tolson, Nease, McGuire, Sizoo, Parsons, Tracy, Belmont, Ladd, Clegg and Rosen. The Conference saw no reason why applicant investigations under the Voice of America Program, for instance, which is administered by the State Department, could not be handled by the State Department. The same holds true with reference to Greece-Turkey Aid, Institute of Inter-American Affairs, International Development Program, International Labor Organization, World Health Organization and the European Recovery Program.

Messrs. Clavin and Mohr recommended that we take no action to bring about a change in the legislation.

Respectfully,  
For the Conference

Clyde Tolson

~~CONFIDENTIAL~~

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SEC'D-INTERNAL CHANCE

~~CONFIDENTIAL~~